

**Human Services Committee**  
**Warren County Department of Social Services**

COMMITTEE MEETING AGENDA

**November 21, 2022**

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

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

I. Committee meeting called to order by Chair

II. Approval of minutes of prior Committee meeting

III. Privilege of the floor and public comment

IV. Action Agenda/New Business Items:

**1. Request:**

Notice of Intent to Fill the position of Assistant Social Services Attorney, Base Salary \$71,988, due to resignation, effective 11/18/22.

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

**Attachment #1**

**2. Request:**

Notice of Intent to Fill the position of Part-Time Community Services Worker, in the Foster Care Unit, Grade 8, Base Salary \$43,638, due to resignation effective 11/14/22.

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

**Attachment #2**

**3. Request:**

Notice of Intent to Fill the position of Caseworker #TBD (1 of 2), in the Preventive Unit, Grade 16, Base Salary \$54,061, due to creation (2023 Budget), effective 01/01/22.

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

**Attachment #3**

**4. Request:**

Notice of Intent to Fill the position of Caseworker #TBD (2 of 2), in the Preventive Unit, Grade 16, Base Salary \$54,061, due to creation (2023 Budget), effective 01/01/22.

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

**Attachment #4**

**5. Request:**

Notice of Intent to Fill the position of Principal Social Welfare Examiner #TBD, in the Employment Unit, Grade 15, Base Salary \$52,674, due to creation (2023 Budget), effective 01/01/22.

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

**Attachment #5**

**6. Request:**

Notice of Intent to Fill (Backfill) position of Senior Social Welfare Examiner #TBD, Grade 11, Base Salary \$48,324, due to promotion, effective 01/01/22.

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

**Attachment #6**

**7. Request:**

Notice of Intent to Fill the position of Senior Social Services (Fraud) Investigator #TBD, in the Fraud Unit, Grade 13, Base Salary \$50,300, due to creation (2023 Budget), effective 01/01/22.

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

**Attachment #7**

**8. Request:**

Notice of Intent to Fill (Backfill) the position of Social Services (Fraud) Investigator #TBD, in the Fraud Unit, Grade 11, Base Salary \$48,324, due to promotion, effective 01/01/22.

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

**Attachment #8**

**9. Request:**

Notice of Intent to Fill the position of Part-Time HEAP Examiner, in the HEAP Unit, Grade 6, Base Salary \$41,213, due to creation (2023 Budget), effective 01/01/22.

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

**Attachment #9**

**10. Request:**

Notice of Intent to Fill the position of Senior Support Investigator #1, in the Support Enforcement Unit, Grade 11, Base Salary \$48,324, due to retirement effective January 2023.

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

**Attachment #10**

**11. Request:**

Request to Amend the County Budget to increase revenues and expenditures as follows: to increase by \$4,167 (1/12th of the annual allocation of \$50,000), for December 2022; and to increase by \$45,833 (11 months) for 2023. Districts were advised via Local Commissioner's Memorandum of the availability of federal Child Abuse Prevention Treatment Act (CAPTA) and Comprehensive Addiction & Recovery Act (CARA) State Grant Funds for Fiscal Year 2022-2023. The Department of Social Services will renew the agreement with The Baywood Center, Queensbury, NY for these services effective December 1, 2022 through November 30, 2023.

**Rationale:** Federal CAPTA/CARA Grant funds are allocated by the New York State Office for Children & Family Services. The contract period with The Baywood Center is December 1st through November 30<sup>th</sup>.

**Attachment #11**

**12. Request:**

Request to renew the Memorandum of Understanding between the Department of Social Services and the Warren County Employment & Training Administration, for Temporary Assistance and SNAP units to provide employment referrals, for a total amount of \$40,000, for the term commencing January 1, 2023 and terminating December 31, 2023.

**Rationale:** This is an essential interdepartmental cooperative agreement. Note: the total amount is significantly less than the prior year as the Department of Social Services is assuming increased responsibility internally with the creation of new positions.

**Attachment #12**

V. Discussion Items:

1. Chris Hanchett, Commissioner  
-Commissioner's Report of Activities & Updates; (Previously distributed by Committee Chairman Driscoll)
2. Julie Montero, Fiscal Manager, DSS  
-Monthly Reports: Revenue, Expenditures and Overtime.

**Attachment #13**

***Immediately following the Social Services Agenda:***

Amy McByrne, Director of Countryside Adult Home – separate Agenda

Mike Gray, Director of Youth Bureau – separate Agenda

VI. Referrals/Pending Items: None

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

**ATTACHMENTS:**

1. Notice of Intent to Fill – Assistant Social Services Attorney, resignation
2. Notice of Intent to Fill – PT Community Services Worker, resignation
3. Notice of Intent to Fill – Caseworker #TBD (created 2023 Budget)
4. Notice of Intent to Fill – Caseworker #TBD (created 2023 Budget)
5. Notice of Intent to Fill – Principal Social Welfare Examiner #TBD (created 2023 Budget)
6. Notice of Intent to Fill – Sr. Social Welfare Examiner #TBD (Backfill)
7. Notice of Intent to Fill - Sr. Social Services (Fraud) Investigator #TBD (created 2023 Budget)
8. Notice of Intent to Fill – Social Services (Fraud) Investigator #TBD (Backfill)
9. Notice of Intent to Fill – PT HEAP Examiner (created 2023 Budget)
10. Notice of Intent to Fill – Sr. Support Investigator #1, retirement
11. Request to Amend Budget
12. Request to renew MOU with ETA
13. Monthly Revenue and Expenditure Report

# 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: 40.02  
Title of Position: Assistant Social Services Attorney Base Salary of Position: \$71,988 Grade: \_\_\_\_\_  
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: 13400/Gifford Date of Vacancy: 11/21/22  
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. *See 11/15/22*  
Human Resources Director has approved this form when initialed. *11/15/22*

### 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 [Signature] Date 11-15-22

### 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 Frank E. Thomas Date 11/17/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services  
 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 Bennet P. Dersalby Date 11/21/2022

## ASSISTANT SOCIAL SERVICES ATTORNEY

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position assisting the Department of Social Services' Chief Legal Counsel in providing legal representation to the Commissioner, other officials and employees of the local district Department of Social Services ("Department"), with a primary concentration on representation of the Department's Child Protective, Family Preservation and Youth Development and Foster Care units in child abuse, child neglect and foster care matters. In addition, the attorney may be assigned to represent the Department in child support proceedings, paternity proceedings, adult protective proceedings or other legal matters which are outside the scope of services provided to the Department by the County Attorney's office. The work is performed under the supervision of the Department's Chief Legal Counsel in accordance with overall policies of the Department with latitude given for the exercise of independent judgment in assigned matters. The work is performed in accordance with the provisions of the New York State Social Services Law, Family Court Act, New York State Rules and Regulations, applicable federal and state laws, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, and pursuit of appropriate legal action. The position is under the oversight and supervision of the Department's Chief Legal Counsel. The attorney is on-call on a 24 hours basis at all times. Does related work as required.

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

Typical work activities can include all or some of the following work as assigned by the Department's Chief Legal Counsel:

Represents the Commissioner and the Department in assigned proceedings or prosecutions in Supreme Court, County Court, Family Court, Surrogate's Court, as well as Department Fair Hearings and Appellate actions;

Represents the Department in assigned proceedings including actions such as child abuse, child neglect, child support, foster care, and termination of parental rights;

Represents the Department in assigned adult protective proceedings *and guardianship proceedings*;

Prepares assigned cases involving claims against the estates of decedents, those responsible for public assistance recipients, and against legally responsible living relatives;

Prepares assigned legal actions for negotiation and trial;

Provides legal advice and consultation to Department personnel, including assigned matters relating to Children's Services, Family Services, Adult Services, Child Support Enforcement, Paternity, Financial Assistance, and Resources;

Prepares and submits orders for signature to the Family Court, Supreme Court, County Court and Surrogate's Court;

Prepares and maintains records for administrative hearings, as well as conduct administrative hearings;

May attend Family Treatment Court and MDT sessions;

Engages in motion practice within the Court(s);

Engages in legal research and provide memorandums of law to Court(s);

Provides ongoing legal advice and initiates legal actions as assigned by the Department's Chief Legal Counsel.

Prosecutes and defends appeals of court decisions as needed.

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

Knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services;

Knowledge of civil court procedures and the rules of evidence;

Knowledge of the functions and administrative activities of the County Department of Social Services;

Knowledge of the Family Court Act, Social Services Law, and the state and federal regulations applicable to such laws;

Ability to analyze and apply legal principles, facts and precedents to legal problems;

Ability to express oneself clearly and precisely both orally and in writing;

Ability to exercise sound professional judgment.

**MINIMUM QUALIFICATIONS:** At the time of appointment and throughout the term of employment, admission to the New York State Bar and current registration in good standing to practice law in New York State.

**SPECIAL REQUIREMENT:** Must be able to satisfy the travel requirements of the position throughout employment.

# 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: \$43,638 Grade: 8  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: TE 6010 130 - Salaries - Part-Time Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13702/Scott Date of Vacancy: 11/15/22  
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. [Signature] 11/15/22

### 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 [Signature] Date 11-15-2022

### 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 Frank E. Thomas Date 11/17/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- 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 Bennett F. Dussall Date 11/21/2022

## **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.

**TYPICAL WORK ACTIVITIES:** (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 (2) years of experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Drivers license is required at time of appointment.

# RESOLUTION REQUEST FORM NO. 12

ATTACHMENT #3

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: Caseworker # TBD Base Salary of Position: \$54,061 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: (New pos 2023 Budget) Date of Vacancy: 01/01/2023

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 #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: Caseworker # TBD Base Salary of Position: \$54,061 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: (New pos 22023 Budget) Date of Vacancy: 01/01/2023

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

**ATTACHMENT #5**

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: 40.00

Title of Position: Principal Social Welfare Examiner #TBD Base Salary of Position: \$52,674 Grade: 15

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: (New pos 2023 Budget) Date of Vacancy: 01/01/2023

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 \_\_\_\_\_

## **PRINCIPAL SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** Depending upon the examining workload and organizational structure of the agency, may supervise a group of examiners and senior examiners or a unit or a section responsible for determining financial eligibility for the various programs administered by the local social services district or the validation section; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending on the organizational structure of the agency. Duties, though similar to those of a senior social welfare examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to the validation section.

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

Assists in the formulation of policies and procedures which relate to financial eligibility;  
Interprets federal, state and local policies and programs as they relate to financial eligibility;  
Plans, coordinates, supervises and manages the activities within assigned area of responsibility;  
Establishes necessary controls for determining staff performance and makes necessary performance evaluation;  
Reviews recommendations made by lower level examiners and approves or disapproves them;  
Approves referral of clients to social service section for services;  
Maintains cooperative relationships with other units and sections of the agency through administrative channels;  
Maintains contact with community groups and other agencies in area of responsibility.

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

Thorough knowledge of federal, state, and local social services laws and programs as they affect eligibility for financial assistance;  
Thorough knowledge of the agency's overall programs, policies and procedures, good knowledge of other laws and programs which may affect eligibility such as Workman's Compensation, Social Security and Unemployment Insurance;  
Good knowledge of modern principles of supervision;  
Ability to communicate and deal effectively with others;  
Ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance;  
Ability to prepare reports;  
Initiative, tact, good judgment, leadership, emotional maturity.  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Four (4) 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, one year of which has been in a supervisory capacity.

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or business college registered by New York State may be substituted for three years of the general experience but not for the supervisory experience on a year for year basis.

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: 40.00
Title of Position: Sr. Social Welfare Examiner #TBD Base Salary of Position: \$48,324 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: (backfill for Princpl SWE) Date of Vacancy: 01/01/2023
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. 11/17/22

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 [Signature] Date 11-17-22

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 Frank E. Thomas Date 11/18/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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 Bennett F. Dersally Date 11/21/2022

## **SENIOR SOCIAL WELFARE EXAMINER**

**GENERAL STATEMENT OF DUTIES:** Depending on the examining workload and the organizational structure of the agency, supervises a group of examiners, or a unit, or the eligibility section; or validates a sample of the determinations for assistance under programs administered by a local social services district; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an experienced worker who can assume responsibility for (1) supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district; (2) supervision of a unit within the eligibility section; (3) supervision of an entire section responsible for establishing financial eligibility; or (4) verification including field review of a sample of the initial financial eligibility determination in the validation section. The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher-level social welfare examiner or under the general supervision of the Director of Social Services or Director of Administrative Services if assigned to validation section.

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

#### *In the validation section:*

Reviews documents available in the agency's files to verify eligibility and/or to determine the additional action necessary to verify eligibility;  
Contacts cooperating agencies to verify client's eligibility;  
Makes field visits, when necessary, to verify information relevant to the validation process, obtains corroborative written or recorded documentation in cases of possible ineligibility;  
Appears at Administrative or Judicial proceedings when required to interpret decisions on application;  
Interviews applicants and recipients, and, as needed, collateral contacts re-documentation of eligibility for public assistance;  
Reports findings of investigation, makes recommendations for proper disposition of cases reviewed, i.e., reduce grant, close case, release grant, refer to law enforcement;  
Prepares required statistical reporting appropriate to action;  
Provides feedback on validity of decisions to the agency to pin-point causes of error.

#### *In eligibility determination section, depending upon the examining workload may do any or all of the following:*

Serves as a working supervisor over a group of social welfare examiners, or supervises a unit or section;  
Reviews social welfare examiner's recommendation and approves or disapproves it;  
Approves referral of clients to social services section for services;  
Assists in the formulation of policies and procedures and interprets federal, state and local policies and programs;  
Establishes necessary controls for determining staff performance and makes necessary performance evaluation.

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

Good 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 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, judgment, emotional maturity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three (3) years of experience in examining, investigation or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility.

**PROMOTION QUALIFICATIONS:**

One (1) year of permanent competitive status as a Social Welfare Examiner.

**NOTE:** Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for two years of the experience on a year for year basis.

# RESOLUTION REQUEST FORM NO. 12

**ATTACHMENT #7**

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: 40.14

Title of Position: Senior Social Services (Fraud) Investigator #TBD Base Salary of Position: \$50,300 Grade: 13

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: (New pos 2023 Budget) Date of Vacancy: 01/01/2023

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 SOCIAL SERVICES INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for supervising and participating in research and field investigations of cases where there is allegation or suspicion of improper payments and/or attempted or actual welfare fraud. The incumbent plans, schedules, organizes and directs the work of the unit. The work is performed under the general direction of the Commissioner of Social Services and in consultation with the Social Services Attorney, with broad discretion permitted in carrying out the details of the work. Does related work as required.

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

Supervises and investigates complaints charging overgrants, recipient or vendor fraud related to financial assistance cases;

Oversees the intake and assignment of cases and the maintenance of investigative case records;

Oversees and participates in the interviewing of clients, their relatives and others to obtain information concerning alleged violations of financial assistance programs;

Makes field visits to question recipients, neighbors, acquaintances, employers and others to secure information for the possible prosecution of fraud cases;

Studies, interprets and communicates public assistance laws and rules and obtains information to determine type of fraud involved and discusses the possibility of placing criminal charges with the District Attorney's office;

Secures evidence, affidavits and depositions required by the District Attorney for indictment and prosecution of welfare fraud;

Testifies at grand jury, criminal and family court proceedings;

Prepares and maintains a variety of written records and reports in accordance with State, Federal and agency requirements;

Answers correspondence and inquiries concerning support or fraud matters from other government agencies, beneficiaries and respondents.

Participates in staff meetings and conferences designed to define agency policies, problems, goals and evaluate program;

May attempt to locate missing respondents;

Maintains cooperative working relationships with other units, divisions and agencies to facilitate the delivery of service.

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

Thorough knowledge of Federal and State law codes and policies concerning the provision of Social Service financial assistance programs;

Good knowledge of investigative techniques, including interviewing procedures and practices;

Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;

Ability to plan and supervise the work of others;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships;

Ability to read, understand and interpret complex written information;

Good powers of observation and perception; initiative, tact; good judgment.

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's Degree in Criminal Justice or its equivalent and one year of experience in a position the duties of which primarily involve contact with the public relative to an investigative program or examining and evaluating claims for assistance in a program operating under established criteria; OR
- B. Associate's Degree in criminal justice or its equivalent and three years of experience as described in (A) above; OR
- C. Graduation from high school or the possession of a high school equivalency diploma and five years of experience described in (A) above; OR
- D. An equivalent combination of training and experience as defined by the limits of (A) (B) and (C)

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle Operator's license at the time of appointment.

# 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: 40.14  
Title of Position: Social Services (Fraud) Investigator #TBD Base Salary of Position: \$48,324 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: (Backfill for Sr. Soc Svc Inv) Date of Vacancy: 01/01/2023  
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.** Personnel Officer 11/17/22  
**Human Resources Director has approved this form when initialed.** 11/17/22

### 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 [Signature] Date 11.17.22

### 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 Frank E. Thomas Date 11/18/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services  
 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 Bennett D. Dussault Date 11/21/2022

## **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

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: 40.12  
Title of Position: Part-Time Social Welfare Examiner Base Salary of Position: \$41,213 Grade: 6  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6010 130 - Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: (new pos 2023 Budget) Date of Vacancy: 01/01/2023  
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. 10/17/22  
Human Resources Director has approved this form when initialed. 11/17/22

### 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 [Signature] Date 11-18-22

### 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 Frank E. Thomas Date 11/18/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services  
 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 Bennett Dussally Date 11/21/2022

## 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"

## 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: 40.07  
Title of Position: Senior Support Investigator #1 Base Salary of Position: \$48,324 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: 11282/Diamond Date of Vacancy: 02/01/2023  
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.** [Signature]  
**Human Resources Director has approved this form when initialed.** [Signature] 11/17/22

### 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 [Signature] Date 11-17-22

### 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 Frank E. Thomas Date 11/18/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- 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 Bennett McDusallz Date 11/21/2022

## SENIOR SUPPORT INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises one or more Support Investigators conducting investigations to determine the location and financial status of individuals legally responsible for the support of welfare recipients. Also supervises Support Investigators providing related services to the general public for the purpose of securing child support and/or establishment of paternity. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves making assignments and supervising the work of Support Investigators. Depending on workload and the size of the agency, the incumbent may be required to conduct support investigations on a regular basis. This position does not involve responsibility for fraud investigation. Primary responsibilities are: to oversee and participate in the location of individuals legally responsible for the support of welfare recipients; to oversee and participate in the preparation of petitions for support, enforcement, and modification; and to oversee and participate in the documentation and verification of the financial status of absent parents. The work is performed under the general supervision of a higher-level investigator allowing the incumbent considerable leeway in the exercise of initiative and judgment.

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

Oversees and participates in the interviewing of welfare recipients and applicants and their relatives, neighbors and others in an effort to obtain information concerning the whereabouts of certain individuals;  
Oversees the intake and assignment of cases in the Child Support Unit;  
Establishes and maintains a cooperative working relationship with other governmental agencies for assistance in locating individuals;  
Oversees the maintenance of investigative case records;  
Oversees and participates in the interviewing of unwed mothers to determine the feasibility of pursuing court action to establish paternity;  
Refers cases of suspected fraud to appropriate investigative unit;  
Reviews the work of Support Investigators and assists in the training of investigative staff;  
Oversees and participates in the preparation of reports as necessary.

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

Good knowledge of investigative techniques used in determining the location and financial status of individuals;  
Good knowledge of office terminology and modern methods used in keeping and checking financial records and reports;  
Ability to understand and interpret laws concerning support cases;  
Ability to plan and supervise the work of others;  
Ability to prepare written materials;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from high school or possession of a high school equivalency diploma and four years of interviewing or investigation experience involving public contact; or
- B) Associate's Degree in Criminal Justice and two years of interviewing or investigation experience involving public contact; or
- C) An equivalent combination of training and experience as stated in (A) and (B) above.

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle operator's license at the time of appointment.

**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. 7**

***Request to Amend County Budget\****

**ATTACHMENT #11**

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

DEPARTMENT NAME: Social Services

DATE: 11/8/2022

- (a) Purpose of Amendment: To increase both revenue & expense accounts due to an allocation per 22-OCFS-LCM-27. This allows Warren County to continue contracting with Baywood per guidelines in the LCM. Contract runs 12/2022 - 11/2023. Increase for 2022 reflects 1/12<sup>th</sup> of the allocation(\$4,167 of \$50,000)
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
A.6010 470 - Contracts - \$4,167.00
  
- (c) Revenue Code (with title), and Amount: Federal Aid Social Services Admin - \$4,167

# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

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

**DEPARTMENT NAME: Social Services**

**DATE: 11/8/2022**

- (a) Purpose of Amendment: **To increase both revenue & expense accounts due to an allocation per 22-OCFS-LCM-27. This allows Warren County to continue contracting with Baywood per guidelines in the LCM. Contract runs 12/2022 - 11/2023. Increase for 2023 reflects 11/12<sup>th</sup> of the allocation (\$45,833 of \$50,000)**
  
- (b) Appropriation Code, Object Code, Full Title and Amount:  
**A.6010 470 - Contracts - \$45,833**
  
- (c) Revenue Code (with title), and Amount: **Federal Aid Social Services Admin - \$45,833**



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSELAER, NY 12144

Sheila J. Poole  
Commissioner

## Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-27
<b>To:</b>	Local Departments of Social Services Commissioners Directors of Services
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Administration
<b>Date:</b>	September 29, 2022
<b>Subject:</b>	<b>CAPTA/CARA State Grant FY2022</b>
<b>Contact Person(s):</b>	See section V.
<b>Attachments:</b>	Attachment A: <i>SFY 2022-23 District Allocation Amounts</i> Attachment B: <i>Attestation of Use of CAPTA/CARA Funds</i> Attachment C: <i>Comparable Groups</i> Attachment D: <i>CAPTA/CARA Grant for Plans of Safe Care Quarterly Report</i> Attachment E: <i>Attachment for U.S. Department of Health and Human Services Grants</i>

### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise districts of the availability of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds in the State Fiscal Year (SFY) 2022-23. The Consolidated Appropriations Act of 2018 has made \$4,708,412 in federal funds available to New York State during Federal Fiscal Year (FFY) 2022. The purpose of this funding is to help states improve their response to families and infants affected by substance use disorders (including alcohol and other substances). The New York State Office of Children and Family Services (OCFS) is making available to local department of social services (LDSSs) \$3,620,000 of the federal CARA funds in this SFY. Future appropriations are contingent on New York State receiving the appropriate federal funds. This LCM also provides information on each district's allocation, how districts may use the funds, and planning and claiming requirements.

One notable change reflected in this LCM is districts may now also use the funds to hire or contract for an early childhood consultant and/or a peer recovery specialist. The early childhood consultant provides guidance to case workers and members of children's court teams on issues related to early development and the conditions and interventions that support developmental health in these earliest years. The peer recovery specialist provides lived experience within the child welfare or addiction recovery systems. The early childhood consultant and the peer recovery specialist can provide additional supports to families and represent an alignment with best practices of recovery supports, collaborative planning, and implementation of services.

## II. Background

The Consolidated Appropriations Act of 2018, signed into law on March 23, 2018, appropriated \$85.3 million for the CAPTA State Grant in FY 2018. The committee report for the appropriations act agreement specified that the increase in funding is intended to help states improve their response to families and infants affected by substance use disorders. States are required to prioritize the funds for the development, implementation, and monitoring of plans of safe care for substance-exposed infants, consistent with the requirement found in section 106(b)(2)(B)(iii) of CAPTA, as amended by CARA.

On June 4, 2018, an LCM<sup>1</sup> was disseminated to districts requiring them to utilize the newly developed *Plan of Safe Care* form for infants born and identified as affected by prenatal substance use or experiencing neonatal withdrawal symptoms or Fetal Alcohol Spectrum Disorder (OCFS-2196, *Plan of Safe Care*). In addition, districts are required to monitor the activities in the *Plan of Safe Care* and document the implementation and progress of the plan in the case record.

Children born to a person who used alcohol and/or other substances during their pregnancy may present with various health-related issues. The early identification, referral, and implementation of services is critical to families facing these challenges. OCFS is making funding available to upstate districts for the purpose of hiring behavioral health consultants, public health nurses, early childhood consultants, and/or peer recovery specialists to assist in the identification of families impacted by substance use, and in the development, implementation, and monitoring of plans of safe care with infants and families affected by substance use. OCFS will allow smaller counties within upstate New York to share a behavioral health consultant, public health nurse, early childhood consultant, and/or peer recovery specialist.

## III. Program Implications

Districts must use the funds to hire or to contract for a full-time or part-time behavioral health consultant, public health nurse, early childhood consultant, and/or peer recovery specialist to work alongside child protective services (CPS) and preventive services caseworkers, to identify and support the behavioral health needs of children and their caregivers who have been affected by substance use. This includes assisting with the development, implementation, and monitoring of the plan of safe care for children when the following circumstances occur: an infant is “exposed” to substance use or substance use disorder and does not exhibit symptoms of withdrawal; an infant is identified as being “affected” by substance use or substance use disorder (i.e., exhibiting symptoms of substance withdrawal) or receives a diagnosis of Neonatal Abstinence Syndrome(NAS)/Neonatal Opioid Withdrawal Syndrome(NOWS); or a newborn who receives a diagnosis of Fetal Alcohol Spectrum Disorder(FASD).

It is required that the behavioral health consultant, public health nurse, early childhood consultant, and/or peer recovery specialist be co-located, on-site at the district. Small districts will receive \$50,000, medium districts \$70,000, and large districts \$90,000. The district size for this purpose is based on the comparable groups as noted in Attachment C. OCFS established comparable groups to permit meaningful comparison among counties with similar child welfare populations. Local districts must provide or contract for services provided by a behavioral health clinician, public health nurse, early childhood consultant, and/or peer recovery specialist who is knowledgeable or will become knowledgeable about the CPS process and requirements. The person must do the following:

- Assist CPS and preventive caseworkers by

---

<sup>1</sup> 18-OCFS-LCM-06, *Plan of Safe Care Forms*.

- accompanying caseworkers in the field to visit with families already identified or needing an assessment (e.g., Uncope+) and
- providing direct consultation with caseworkers regarding families who are affected by substance use
- Assist in the development, implementation, and/or monitoring of a plan of safe care for an infant and family affected by substance use requiring a plan of safe care
- Provide clinical assessments and documentation to support the CPS process (peer recovery specialists cannot perform this function)
- Use knowledge of resources within the local district to provide referrals for identified children and/or adults who may need ongoing services

To receive the allocated funds, districts must complete Attachment B, *Attestation of Use of CAPTA/CARA Funds*, and must indicate on the form how they will utilize these funds. Funds can be used for the cost of salary, fringe benefits, and travel costs and must be spent by November 30, 2023.

Districts must submit Attachment B, which includes the following information, to: [ocfs.sm.cara.pqi@ocfs.ny.gov](mailto:ocfs.sm.cara.pqi@ocfs.ny.gov) by November 30, 2022:

- Whether the funds will be used to hire a full-time or part-time behavioral health consultant, public health nurse, early childhood consultant, or a peer recovery specialist
- Whether the funds will be used to contract a full-time or part-time behavioral health consultant, public health nurse, early childhood consultant, or peer recovery specialist
- Whether you plan on sharing a behavioral health consultant, public health nurse, early childhood consultant, or peer recovery specialist, and if so, with what district

Districts awarded funding will be expected to submit quarterly reports to include the following:

- Number of visits to families by provider type
- Number of plans of safe care assisted in development, implementation, and/or monitoring
- Number of assessments completed for children and adults by the behavior health consultants/public health nurse/early childhood consultant (Peer recovery specialists cannot perform this function.)
- Number of children and adults identified as benefiting from services
- Referrals made by the behavioral consultant/public health nurse/early childhood consultant or peer recovery specialist to services identified through the *Plan of Safe Care* form

#### IV. Fiscal and Claiming

There are \$3,620,000 in federal funds in the SFY 2022-23 Budget for expenditures related to the implementation of CARA. Claims for these funds must be submitted as described below. These funds are to be used only to reimburse expenditures beginning December 1, 2022, and ending November 30, 2023. Continuation of funding is dependent upon New York State receiving federal CAPTA funding.

Reimbursement is 100% federal share, up to the amount of the district's allocation. These project expenditures should be claimed through the RF17 claim package for special project claiming. Prior to entry of the RF17, costs are first identified on the RF2A claim package as F17 functional costs (Other Reimbursable Programs) and reported in the F17 column on the *Cost Allocation Schedule of Payments Other Than Salaries* (LDSS-923) and the Schedule D, *DSS Administrative Expense Allocation and Distribution by Function and Program* (LDSS-2347). After final accepting the RF2A claim package, the individual project costs should be reported under the project label CARA SFY 2022 23 on the RF17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the RF17 Worksheet, *Distribution of Allocated Costs to Other Reimbursable Programs* (LDSS-4975A) while overhead costs are automatically brought over from the RF-2A, Schedule D, and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on this project must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the Summary, *Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923B), while program costs are reported as object of expense code 37-Special Project Program Expense - on the Summary, *Program Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs* (LDSS-923B).

Claims for the period December 1, 2022, through November 30, 2023, must be final accepted in the Automated Claiming System no later than February 22, 2024. OCFS may reallocate any unspent funds from a local district to other local districts that have claims that exceed their allocation.

Instructions for completing time studies, the LDSS-9233, the Schedule D, and the RF17 claim package are found in Chapters 4, 7, and 18, respectively, of the *Fiscal Reference Manual* (FRM), Volume 3. The FRMs are available online at <http://otda.state.ny.net/bfdm/finance/>.

Please note: These expenditures must be processed offline. They cannot be processed through purchase of service authorizations in the Welfare Management System paid through the Benefits Issuance Control System.

## V. Contacts

Any programmatic questions should be addressed to the appropriate Division of Child Welfare and Community Services regional office.

**Albany Regional Office: John Lockwood** (518) 486-7078, [John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

**Buffalo Regional Office: Amanda Darling** (716) 847-3145, [Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

**New York City Regional Office: Ronni Fuchs** (212) 383-4873, [Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

**Rochester Regional Office: Christopher Bruno** (585) 238-8201, [Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

**Syracuse Regional Office: Sara Simon** (315) 423-1200, [Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

**Westchester Regional Office: Sheletha Chang** (845) 708-2499, [Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

**Native American Services: Heather LaForme** (716) 847-3123, [Heather.Laforme@ocfs.ny.gov](mailto:Heather.Laforme@ocfs.ny.gov)

Any claiming questions pertaining to ACS should be directed to the Office of Temporary and Disability Assistance, Bureau of Financial Services.

**Regions 1-5: Lauren Horn** (518) 474-7549, [otda.sm.Field\\_Ops.I-IV@otda.ny.gov](mailto:otda.sm.Field_Ops.I-IV@otda.ny.gov)

**Region 6: Michael Simon** (212) 961-8250, [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)

*/s/ Lisa Gharthey Ogundimu, Esq.*

---

**Issued by:**

Name: Lisa Gharthey Ogundimu, Esq.

Title: Deputy Commissioner

Division/Office: Division of Child Welfare and Community Services

*/s/ Brian Bagstad*

---

**Issued by:**

Name: Bryan Bagstad

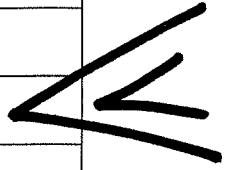
Title: Director, Bureau of Budget Management

Division/Office: Division of Administration

**Attachment A**

**SFY 2022-23 District Allocation Amounts**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$90,000	Onondaga	\$90,000
Allegany	\$50,000	Ontario	\$70,000
Broome	\$70,000	Orange	\$90,000
Cattaraugus	\$70,000	Orleans	\$50,000
Cayuga	\$70,000	Oswego	\$70,000
Chautauqua	\$70,000	Otsego	\$50,000
Chemung	\$70,000	Putnam	\$50,000
Chenango	\$50,000	Rensselaer	\$70,000
Clinton	\$70,000	Rockland	\$70,000
Columbia	\$50,000	Saint Lawrence	\$70,000
Cortland	\$50,000	Saratoga	\$70,000
Delaware	\$50,000	Schenectady	\$70,000
Dutchess	\$70,000	Schoharie	\$50,000
Erie	\$90,000	Schuyler	\$50,000
Essex	\$50,000	Seneca	\$50,000
Franklin/St. Regis	\$50,000	Steuben	\$70,000
Fulton	\$70,000	Suffolk	\$90,000
Genesee	\$50,000	Sullivan	\$70,000
Greene	\$50,000	Tioga	\$50,000
Herkimer	\$50,000	Tompkins	\$50,000
Jefferson	\$70,000	Ulster	\$70,000
Lewis	\$50,000	Warren	\$50,000
Livingston	\$50,000	Washington	\$70,000



***RESOLUTION REQUEST FORM NO. 4***

***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Social Services**

**DATE: 11/21/22**

- (a) Purpose of Contract Change:  
**To continue the Memorandum of Understanding between Warren County Dept. of Social Services and Warren County Employment & Training Admin., for the Temp. Assist. and SNAP Units to provide employment referrals.**
  
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:  
**Resolution No. 387 of 2019; Res. No. 474 2020; Res. No. 545 of 2021**
  
- (c) Name of Contractor:  
**Warren County Employment & Training Administration**
  
- (d) Address of Contractor: **333 Glen St., Glens Falls, NY 12801**
  
- (e) Contractor's Contact Person and Telephone Number:  
**518-743-0925**
  
- (f) Commencement Date of Extension: **1/1/23**
  
- (g) Termination Date of Extension: **12/31/23**
  
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **40,000.**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
  
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 545 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL, FRASIER, MAGOWAN, SHEPLER AND SMITH**

**AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR TEMPORARY ASSISTANCE AND SNAP UNITS TO PROVIDE EMPLOYMENT REFERRALS**

RESOLVED, that Warren County continue the contractual relationship (the previous agreement having been authorized by Resolution No. 474 of 2020) between the Warren County Department of Social Services and the Warren County Employment & Training Administration, in an amount not to exceed Ninety-Eight Thousand One Hundred Twenty-Three Dollars and Thirty Cents (\$98,123.30), for temporary assistance and SNAP units to provide employment referrals, over a term commencing January 1, 2022 and terminating December 31, 2022, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute a memorandum of understanding, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for this agreement shall be expended from Budget Code A.6010 470, Social Services, Contract.

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR OCTOBER 2022

FUND(S): A

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

EXPENSES	2022 BUDGETED	OCT 2022 EXP	OCT 2021 EXP	2022 YTD ACTUAL	2021 Prior Year Totals
110 Salaries - Regular	\$7,679,179.00	\$613,126.61	\$520,111.50	\$5,970,129.50	\$6,695,043.53
120 Salaries - Overtime	\$75,222.00	\$18,556.10	\$20,412.72	\$165,989.96	\$152,298.15
130 Salaries - Part Time	\$194,737.00	\$22,087.64	\$14,720.55	\$180,172.45	\$164,015.66
<b>100's PERSONAL SERVICES Total</b>	<b>\$7,949,138.00</b>	<b>\$653,770.35</b>	<b>\$555,244.77</b>	<b>\$6,316,291.94</b>	<b>\$7,011,357.34</b>
200's EQUIPMENT	\$61,633.84	\$379.98	\$549.72	\$32,955.68	\$75,764.22
400's CONTRACTUAL	\$23,780,007.96	\$2,049,472.65	\$1,185,182.21	\$18,205,892.04	\$22,160,405.73
800's EMPLOYEE BENEFITS	\$3,528,191.00	\$223,820.85	253594.67	\$2,730,076.10	\$3,273,383.48
<b>TOTALS</b>	<b>\$35,318,970.80</b>	<b>\$2,927,443.83</b>	<b>\$1,994,571.37</b>	<b>\$27,285,215.76</b>	<b>\$32,520,910.77</b>

REVENUE	2022 BUDGETED	OCT 2022 REVENUE	OCT 2021 REVENUE	2022 YTD ACTUAL	2021 Prior Year Totals
	\$17,125,586.00	\$1,257,657.76	\$980,714.09	\$12,372,452.78	\$17,474,163.60

ATTACHMENT #13

# Expense Budget Performance Report

Fiscal Year to Date 10/31/22  
 Include Rollup Account and Rollup to Account

Fund	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	297,660.00	7,032,961.00	536,434.62	.00	5,233,894.22	1,799,066.78	74	5,801,708.60
120	Salaries - Overtime		49,222.00	.00	49,222.00	9,835.87	.00	104,864.21	(55,642.21)	213	102,227.77
130	Salaries - Part Time		63,148.00	.00	63,148.00	13,153.39	.00	79,912.58	(16,764.58)	127	65,573.22
<i>Personal Services Totals</i>			\$6,847,671.00	\$297,660.00	\$7,145,331.00	\$559,423.88	\$0.00	\$5,418,671.01	\$1,726,659.99	76%	\$5,969,509.59
<i>Equipment</i>											
210	Furniture/Furnishings		.00	2,300.00	2,300.00	379.98	824.21	1,147.08	328.71	86	6,593.71
220	Office Equipment		.00	19,447.82	19,447.82	.00	5,108.01	14,006.60	333.21	98	9,671.83
<b>230</b>											
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
<b>230 - Totals</b>			\$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	330.24	169.76	66	12,550.00
<b>Equipment Totals</b>			\$0.00	\$22,247.82	\$22,247.82	\$379.98	\$5,932.22	\$15,483.92	\$831.68	96%	\$66,465.54
<i>Contractual Expense</i>											
410	Supplies		70,000.00	(13,934.18)	56,065.82	1,846.87	8,438.50	40,684.13	6,943.19	88	62,221.26
411	Rent-Building/Property		1,043,146.00	.00	1,043,146.00	.00	.00	869,287.82	173,858.18	83	1,366,817.60
418	Ins-General Liability		39,041.00	10,170.95	49,211.95	(28.79)	.00	49,182.56	29.39	100	33,524.80
423	Telephone		20,000.00	.00	20,000.00	1,463.95	.00	12,234.99	7,765.01	61	16,947.21
424	Postage		28,000.00	(1,000.00)	27,000.00	400.00	.00	20,325.94	6,674.06	75	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	59.98	544.00	2,977.80	1,478.20	70	4,048.11
432	Special Project Supply		250,000.00	(50,000.00)	200,000.00	.00	.00	24,532.00	175,468.00	12	75,101.00
435	Medical Fees		500.00	4,500.00	5,000.00	(169.62)	.00	3,699.07	1,300.93	74	1,972.65
436	Advertising Fees		250.00	(43.00)	207.00	.00	.00	.00	207.00	0	49.57
439	Misc Fees & Expenses		8,000.00	7,000.00	15,000.00	833.50	.00	11,277.52	3,722.48	75	34,258.13
440	Legal/Transcript Fees		10,000.00	(6,000.00)	4,000.00	.00	.00	2,809.00	1,191.00	70	7,535.00
441	Auto-Supplies & Repair		6,000.00	1,255.14	7,255.14	.00	.00	5,094.40	2,160.74	70	2,695.00
442	Automotive - Gas & Oil		7,500.00	6,000.00	13,500.00	.00	.00	10,969.83	2,530.17	81	7,285.06
444	Travel/Education/Conference		12,000.00	(4,500.00)	7,500.00	.00	.00	4,879.78	2,620.22	65	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	233,742.05	705,242.05	7,878.62	136,151.05	354,061.36	215,029.64	70	478,869.77
471	Administration		.00	126,379.00	126,379.00	1,221.00	.00	5,031.00	121,348.00	4	.00
<b>Contractual Expense Totals</b>			\$1,979,937.00	\$313,569.96	\$2,293,506.96	\$13,505.51	\$144,133.55	\$1,423,313.20	\$726,060.21	68%	\$2,139,794.37
<i>Employee Benefits</i>											
810	Retirement		762,238.00	31,254.31	793,492.31	55,214.10	.00	587,926.93	205,565.38	74	788,019.42
830	Social Security		421,998.00	18,454.92	440,452.92	32,388.09	.00	314,330.63	126,122.29	71	345,426.81

# Expense Budget Performance Report

Fiscal Year to Date 10/31/22  
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>Employee Benefits</i>										
831	Medicare Contribution	98,691.00	4,316.08	103,007.08	7,574.64	.00	73,512.81	29,494.27	71	80,785.24
860	Hospitalization	1,400,979.00	.00	1,400,979.00	98,582.92	.00	1,105,170.78	295,808.22	79	1,295,219.15
865	Dental Insurance	23,232.00	.00	23,232.00	1,673.40	.00	18,328.62	4,903.38	79	21,839.55
<i>Employee Benefits Totals</i>										
		\$2,707,138.00	\$54,025.31	\$2,761,163.31	\$195,433.15	\$0.00	\$2,099,269.77	\$661,893.54	76%	\$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	(32.64)	.00	409.08	7,590.92	5	9,768.28
861	Retirees Hospitalization	254,760.00	.00	254,760.00	.00	.00	197,181.44	57,578.56	77	215,935.16
862	Health Insurance Cost Reimbursement	5,250.00	.00	5,250.00	80.00	.00	1,184.89	4,065.11	23	2,135.47
<i>Other Benefits Totals</i>										
		\$306,342.00	\$0.00	\$306,342.00	\$47.36	\$0.00	\$229,107.41	\$77,234.59	75%	\$258,358.13
<b>EXPENSE TOTALS</b>										
		\$11,841,088.00	\$687,503.09	\$12,528,591.09	\$768,789.88	\$150,065.77	\$9,185,845.31	\$3,192,680.01	75%	\$10,965,417.80
<b>Department 6010 - Social Services Totals (\$11,841,088.00) (\$687,503.09) (\$12,528,591.09) (\$768,789.88) (\$150,065.77) (\$9,185,845.31) (\$3,192,680.01) 75% (\$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	9,820.00	953,698.00	76,691.99	.00	736,235.28	217,462.72	77	893,334.93
120	Salaries - Overtime	26,000.00	40,000.00	66,000.00	8,720.23	.00	61,125.72	4,874.28	93	50,070.38
130	Salaries - Part Time	131,589.00	5,324.00	136,913.00	8,934.25	.00	100,259.90	36,653.10	73	98,442.44
<i>Personal Services Totals</i>										
		\$1,101,467.00	\$55,144.00	\$1,156,611.00	\$94,346.47	\$0.00	\$897,620.90	\$258,990.10	78%	\$1,041,847.75
<i>Equipment</i>										
210	Furniture/Furnishings	.00	12,670.00	12,670.00	.00	.00	11,795.68	874.32	93	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	\$52,406.02	\$52,906.02	\$0.00	\$33,293.96	\$17,471.76	\$2,140.30	96%	\$9,298.68
<i>Contractual Expense</i>										
410	Supplies	41,000.00	(2,665.00)	38,335.00	2,054.45	3,903.04	27,680.13	6,751.83	82	40,608.75
413	Repair & Maint.-Bldg/Property	20,000.00	3,000.00	23,000.00	272.17	6,915.62	13,083.72	3,000.66	87	21,825.87
415	Electricity	28,000.00	.00	28,000.00	2,657.31	.00	19,803.33	8,196.67	71	24,920.15
416	Oil & Gas-Heating	22,000.00	6,000.00	28,000.00	517.67	.00	26,427.78	1,572.22	94	24,158.79
417	Water/Sewer/Taxes	10,000.00	392.00	10,392.00	.00	.00	10,391.49	.51	100	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	(2,150.00)	2,850.00	.00	.00	1,801.09	1,048.91	63	837.50
423	Telephone	3,500.00	(2,500.00)	1,000.00	48.04	.00	518.45	481.55	52	3,253.18
424	Postage	200.00	.00	200.00	24.00	.00	169.67	30.33	85	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 10/31/22  
 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>											
<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	.00	1,344.00	56.00	96	1,344.00
428	Data Processing & Internet Fees	3,000.00	355.00	3,355.00	580.17	.00	.00	2,774.65	580.35	83	2,631.52
434	Allowances	18,500.00	.00	18,500.00	1,350.00	.00	.00	12,450.00	6,050.00	67	14,750.00
435	Medical Fees	2,000.00	.00	2,000.00	.00	.00	.00	195.00	1,805.00	10	574.50
436	Advertising Fees	500.00	(500.00)	.00	.00	.00	.00	.00	.00	+++	295.00
437	Consulting Fees	5,000.00	(2,350.00)	2,650.00	.00	.00	.00	.00	2,650.00	0	.00
439	Misc Fees & Expenses	1,000.00	.00	1,000.00	.00	.00	.00	625.25	374.75	63	734.00
441	Auto-Supplies & Repair	3,000.00	8,313.81	11,313.81	.00	5,013.80	.00	1,542.96	4,757.05	58	4,020.67
442	Automotive - Gas & Oil	2,000.00	2,000.00	4,000.00	.00	.00	.00	2,990.40	1,009.60	75	2,359.11
444	Travel/Education/Conference	2,000.00	.00	2,000.00	.00	.00	.00	1,666.27	333.73	83	1,853.37
445	Foods	190,000.00	(6,197.00)	183,803.00	7,890.18	29,387.66	.00	131,030.87	23,384.47	87	145,506.03
451	Medical Supply Expense	4,000.00	1,000.00	5,000.00	.00	1,471.76	.00	2,363.24	1,165.00	77	3,164.34
453	Uniforms & Clothing	200.00	7,000.00	7,200.00	.00	.00	.00	6,991.65	208.35	97	248.97
470	Contract	45,000.00	(6,000.00)	39,000.00	529.66	4,903.77	.00	26,743.64	7,352.59	81	37,692.71
<i>Contractual Expense Totals</i>		\$419,787.00	\$5,698.81	\$425,485.81	\$15,923.65	\$51,595.65	\$300,423.01	\$73,467.15	83%		\$351,573.79
<i>Employee Benefits</i>											
810	Retirement	112,297.00	5,895.12	118,292.12	9,094.70	.00	.00	93,177.56	25,114.56	79	126,152.26
830	Social Security	68,289.00	3,480.92	71,769.92	5,589.41	.00	.00	53,113.95	18,655.97	74	61,570.30
831	Medicare Contribution	15,974.00	814.10	16,788.10	1,307.19	.00	.00	12,421.78	4,366.32	74	14,399.52
860	Hospitalization	173,273.00	.00	173,273.00	12,116.32	.00	.00	139,198.83	34,074.17	80	168,178.63
865	Dental Insurance	3,312.00	.00	3,312.00	232.72	.00	.00	2,667.98	644.02	81	3,253.35
<i>Employee Benefits Totals</i>		\$373,245.00	\$10,190.14	\$383,435.14	\$28,340.34	\$0.00	\$300,580.10	\$82,855.04	78%		\$373,554.06
<i>Other Benefits</i>											
840	Workmen's Compensation	19,254.00	.00	19,254.00	.00	.00	.00	19,254.00	.00	100	14,763.47
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	.00	9,000.00	0	.00
855	Disability	1,500.00	1,000.00	2,500.00	.00	.00	.00	(269.33)	2,769.33	-11	.00
861	Retirees Hospitalization	97,469.00	.00	97,469.00	.00	.00	.00	75,713.34	21,755.66	78	86,269.66
862	Health Insurance Cost Reimbursement	1,500.00	.00	1,500.00	.00	.00	.00	750.00	.00	50	.00
<i>Other Benefits Totals</i>		\$128,723.00	\$1,000.00	\$129,723.00	\$0.00	\$0.00	\$95,448.01	\$34,274.99	74%		\$101,033.13
<b>EXPENSE TOTALS</b>		\$2,023,722.00	\$124,438.97	\$2,148,160.97	\$138,610.46	\$84,889.61	\$1,611,543.78	\$451,727.58	79%		\$1,877,307.41
<i>Department 6030 - Countryside Adult Home Totals</i>		(\$2,023,722.00)	(\$124,438.97)	(\$2,148,160.97)	(\$138,610.46)	(\$84,889.61)	(\$1,611,543.78)	(\$451,727.58)	79%		(\$1,877,307.41)
<b>Department 6050 - Public Facil. For Children</b>											
<b>EXPENSE</b>											
<i>Contractual Expense</i>											
469	Other Payments/Contributions	10,000.00	38,500.00	48,500.00	.00	.00	.00	46,856.58	1,643.42	97	1,935.00
<i>Contractual Expense Totals</i>		\$10,000.00	\$38,500.00	\$48,500.00	\$0.00	\$0.00	\$46,856.58	\$1,643.42	97%		\$1,935.00
<b>EXPENSE TOTALS</b>		\$10,000.00	\$38,500.00	\$48,500.00	\$0.00	\$0.00	\$46,856.58	\$1,643.42	97%		\$1,935.00

# Expense Budget Performance Report

Fiscal Year to Date 10/31/22  
 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 6050 - Public Facil. For Children	Totals	(\$10,000.00)	(\$38,500.00)	(\$48,500.00)	\$0.00	\$0.00	\$0.00	(\$46,856.58)	(\$1,643.42)	97%	(\$1,935.00)
Department 6055 - Daycare											
EXPENSE											
Contractual Expense											
Contract		1,071,747.00	.00	1,071,747.00	105,995.56		510,594.54	561,152.46	48		413,779.74
	<i>Contractual Expense Totals</i>	\$1,071,747.00	\$0.00	\$1,071,747.00	\$105,995.56		\$510,594.54	\$561,152.46	48%		\$413,779.74
EXPENSE TOTALS		\$1,071,747.00	\$0.00	\$1,071,747.00	\$105,995.56		\$510,594.54	\$561,152.46	48%		\$413,779.74
	<i>Department 6055 - Daycare Totals</i>	(\$1,071,747.00)	\$0.00	(\$1,071,747.00)	(\$105,995.56)		(\$510,594.54)	(\$561,152.46)	48%		(\$413,779.74)
Department 6070 - Services for Recipients											
EXPENSE											
Contractual Expense											
Contract		350,000.00	.00	350,000.00	15,805.97		192,702.19	157,297.81	55		318,369.59
	<i>Contractual Expense Totals</i>	\$350,000.00	\$0.00	\$350,000.00	\$15,805.97		\$192,702.19	\$157,297.81	55%		\$318,369.59
EXPENSE TOTALS		\$350,000.00	\$0.00	\$350,000.00	\$15,805.97		\$192,702.19	\$157,297.81	55%		\$318,369.59
	<i>Department 6070 - Services for Recipients Totals</i>	(\$350,000.00)	\$0.00	(\$350,000.00)	(\$15,805.97)		(\$192,702.19)	(\$157,297.81)	55%		(\$318,369.59)
Department 6100 - Medicaid											
EXPENSE											
Contractual Expense											
Contract		11,249,062.00	(938,500.00)	10,310,562.00	966,945.00		8,652,077.00	1,658,485.00	84		10,076,645.00
	<i>Contractual Expense Totals</i>	\$11,249,062.00	(\$938,500.00)	\$10,310,562.00	\$966,945.00		\$8,652,077.00	\$1,658,485.00	84%		\$10,076,645.00
EXPENSE TOTALS		\$11,249,062.00	(\$938,500.00)	\$10,310,562.00	\$966,945.00		\$8,652,077.00	\$1,658,485.00	84%		\$10,076,645.00
	<i>Department 6100 - Medicaid Totals</i>	(\$11,249,062.00)	\$938,500.00	(\$10,310,562.00)	(\$966,945.00)		(\$8,652,077.00)	(\$1,658,485.00)	84%		(\$10,076,645.00)
Department 6101 - Medical Assistance											
EXPENSE											
Contractual Expense											
Contract		.00	500.00	500.00	.00		163.08	336.92	33		50,868.51
	<i>Contractual Expense Totals</i>	\$0.00	\$500.00	\$500.00	\$0.00		\$163.08	\$336.92	33%		\$50,868.51
EXPENSE TOTALS		\$0.00	\$500.00	\$500.00	\$0.00		\$163.08	\$336.92	33%		\$50,868.51
	<i>Department 6101 - Medical Assistance Totals</i>	\$0.00	(\$500.00)	(\$500.00)	\$0.00		(\$163.08)	(\$336.92)	33%		(\$50,868.51)
Department 6109 - Aid To Dependent Children											
EXPENSE											
Contractual Expense											
Contract		1,700,000.00	750,000.00	2,450,000.00	305,135.32		2,158,154.14	291,845.86	88		1,916,660.91
	<i>Contractual Expense Totals</i>	\$1,700,000.00	\$750,000.00	\$2,450,000.00	\$305,135.32		\$2,158,154.14	\$291,845.86	88%		\$1,916,660.91
EXPENSE TOTALS		\$1,700,000.00	\$750,000.00	\$2,450,000.00	\$305,135.32		\$2,158,154.14	\$291,845.86	88%		\$1,916,660.91
	<i>Department 6109 - Aid To Dependent Children Totals</i>	(\$1,700,000.00)	(\$750,000.00)	(\$2,450,000.00)	(\$305,135.32)		(\$2,158,154.14)	(\$291,845.86)	88%		(\$1,916,660.91)
Department 6119 - Child Care											
EXPENSE											
Contractual Expense											

# Expense Budget Performance Report

Fiscal Year to Date 10/31/22

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									
	Contractual Expense									
470	Contract	5,145,000.00	.00	5,145,000.00	457,943.49	.00	3,881,668.95	1,263,331.05	75%	5,028,668.12
	<i>Contractual Expense Totals</i>	\$5,145,000.00	\$0.00	\$5,145,000.00	\$457,943.49	\$0.00	\$3,881,668.95	\$1,263,331.05	75%	\$5,028,668.12
	EXPENSE TOTALS	\$5,145,000.00	\$0.00	\$5,145,000.00	\$457,943.49	\$0.00	\$3,881,668.95	\$1,263,331.05	75%	\$5,028,668.12
	Department 6119 - Child Care Totals	(\$5,145,000.00)	\$0.00	(\$5,145,000.00)	(\$457,943.49)	\$0.00	(\$3,881,668.95)	(\$1,263,331.05)	75%	(\$5,028,668.12)
Department 6123 - Juvenile Delinquent Care										
	EXPENSE									
	Contractual Expense									
470	Contract	10,000.00	.00	10,000.00	208.62	.00	656.64	9,343.36	7%	3,406.76
	<i>Contractual Expense Totals</i>	\$10,000.00	\$0.00	\$10,000.00	\$208.62	\$0.00	\$656.64	\$9,343.36	7%	\$3,406.76
	EXPENSE TOTALS	\$10,000.00	\$0.00	\$10,000.00	\$208.62	\$0.00	\$656.64	\$9,343.36	7%	\$3,406.76
	Department 6123 - Juvenile Delinquent Care Totals	(\$10,000.00)	\$0.00	(\$10,000.00)	(\$208.62)	\$0.00	(\$656.64)	(\$9,343.36)	7%	(\$3,406.76)
Department 6129 - State Training School										
	EXPENSE									
	Contractual Expense									
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									
	Contractual Expense									
470	Contract	1,500,000.00	.00	1,500,000.00	164,761.55	.00	982,080.69	517,919.31	65%	1,089,028.75
	<i>Contractual Expense Totals</i>	\$1,500,000.00	\$0.00	\$1,500,000.00	\$164,761.55	\$0.00	\$982,080.69	\$517,919.31	65%	\$1,089,028.75
	EXPENSE TOTALS	\$1,500,000.00	\$0.00	\$1,500,000.00	\$164,761.55	\$0.00	\$982,080.69	\$517,919.31	65%	\$1,089,028.75
	Department 6140 - Home Relief Totals	(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$164,761.55)	\$0.00	(\$982,080.69)	(\$517,919.31)	65%	(\$1,089,028.75)
Department 6141 - Fuel Crisis Assistance										
	EXPENSE									
	Contractual Expense									
470	Contract	30,000.00	.00	30,000.00	81.00	.00	(2,117.30)	32,117.30	-7%	41,624.27
	<i>Contractual Expense Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$81.00	\$0.00	(\$2,117.30)	\$32,117.30	-7%	\$41,624.27
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$81.00	\$0.00	(\$2,117.30)	\$32,117.30	-7%	\$41,624.27
	Department 6141 - Fuel Crisis Assistance Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$81.00)	\$0.00	\$2,117.30	(\$32,117.30)	-7%	(\$41,624.27)

# Expense Budget Performance Report

Fiscal Year to Date 10/31/22

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										
	EXPENSE									
	Contractual Expense									
470	Contract	30,000.00	(500.00)	29,500.00	3,166.98	.00	6,819.35	22,680.65	23%	2,252.64
	<i>Contractual Expense Totals</i>	\$30,000.00	(\$500.00)	\$29,500.00	\$3,166.98	\$0.00	\$6,819.35	\$22,680.65	23%	\$2,252.64
	EXPENSE TOTALS	\$30,000.00	(\$500.00)	\$29,500.00	\$3,166.98	\$0.00	\$6,819.35	\$22,680.65	23%	\$2,252.64
	Department 6142 - Emergency Aid For Adults Totals	(\$30,000.00)	\$500.00	(\$29,500.00)	(\$3,166.98)	\$0.00	(\$6,819.35)	(\$22,680.65)	23%	(\$2,252.64)
Department 7311 - Youth Bureau										
	EXPENSE									
	Other Benefits									
861	Retirees Hospitalization	12,743.00	.00	12,743.00	.00	.00	5,670.81	7,072.19	45%	9,147.99
	<i>Other Benefits Totals</i>	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$5,670.81	\$7,072.19	45%	\$9,147.99
	EXPENSE TOTALS	\$12,743.00	\$0.00	\$12,743.00	\$0.00	\$0.00	\$5,670.81	\$7,072.19	45%	\$9,147.99
	Department 7311 - Youth Bureau Totals	(\$12,743.00)	\$0.00	(\$12,743.00)	\$0.00	\$0.00	(\$5,670.81)	(\$7,072.19)	45%	(\$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	52,500.00	52,500.00	.00	100	31,995.00
	<i>Contractual Expense Totals</i>	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$52,500.00	\$52,500.00	\$0.00	100%	\$32,180.07
	EXPENSE TOTALS	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$52,500.00	\$52,500.00	\$0.00	100%	\$32,180.07
	Department 7312 - Special Delinquency Prev. Totals	(\$105,000.00)	\$0.00	(\$105,000.00)	\$0.00	(\$52,500.00)	(\$52,500.00)	\$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	\$661,942.06	\$35,740,304.06	\$2,927,443.83	\$287,455.38	\$27,285,215.76	\$8,167,632.92		\$32,520,910.77
	Grand Totals	\$35,078,362.00	\$661,942.06	\$35,740,304.06	\$2,927,443.83	\$287,455.38	\$27,285,215.76	\$8,167,632.92		\$32,520,910.77

Account: 1809 - Repay of Aid to A.D.C.

10/28/2022	2	\$0.00	\$13,417.59
	<u>2</u>	<u>\$0.00</u>	<u>\$13,417.59</u>

Account Total: Repay of Aid to A.D.C.

Department Total: Aid To Dependent Children

Department: 6119 - Child Care

Account: 1819 - Repay of Child Care

10/28/2022	1	\$0.00	\$8,307.17
	<u>1</u>	<u>\$0.00</u>	<u>\$8,307.17</u>

Account Total: Repay of Child Care

Department Total: Child Care

Department: 6140 - Home Relief

Account: 1840 - Repay of Home Relief

10/20/2022	1	\$0.00	\$6,728.00
10/28/2022	1	\$0.00	\$655.88
	<u>2</u>	<u>\$0.00</u>	<u>\$7,383.88</u>

Account Total: Repay of Home Relief

Department Total: Home Relief

Fund Total: General

	<u>13</u>	<u>\$0.00</u>	<u>\$38,522.76</u>
--	-----------	---------------	--------------------

Grand Total:

WARREN COUNTY  
**Receipts by G/L Distribution Report - Summary**

From Date: 10/01/2022 - To Date: 10/31/2022

G/L Account Number	C/L Date	Due To/From Fund	Project	Transactions	Debit Amount	Credit Amount
<b>Fund: A - General</b>						
<b>Department: 6010 - Social Services</b>						
<b>Account: 1810 - Administration</b>						
Account Total: Administration	10/28/2022			2	\$0.00	\$845.92
				2	\$0.00	\$845.92
<b>Account: 1811 - Medical Incentive Earning</b>						
Account Total: Medical Incentive Earning	10/11/2022			1	\$0.00	\$149.96
	10/28/2022			1	\$0.00	\$3,723.00
				2	\$0.00	\$3,872.96
<b>Account: 3610 - Social Services Admin</b>						
Account Total: Social Services Admin	10/26/2022			1	\$0.00	\$2,883.33
				1	\$0.00	\$2,883.33
<b>Account: 435 - Medical Fees</b>						
Account Total: Medical Fees	10/28/2022			1	\$0.00	\$169.62
				1	\$0.00	\$169.62
<b>Account: 855 - Disability</b>						
Account Total: Disability	10/18/2022			1	\$0.00	\$34.00
				1	\$0.00	\$34.00
<b>Department Total: Social Services</b>						
<b>Department: 6101 - Medical Assistance</b>						
<b>Account: 1801 - Repay of Medical Assist</b>						
Account Total: Repay of Medical Assist	10/28/2022			1	\$0.00	\$1,608.29
				1	\$0.00	\$1,608.29
<b>Department Total: Medical Assistance</b>						
<b>Department: 6109 - Aid To Dependent Children</b>						
					\$0.00	\$1,608.29



