

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

COMMITTEE MEETING AGENDA

**February 22, 2023**

*Committee Members: Supervisors Driscoll, Frasier, Bruno, McDevitt, Runyon, Geraci and Vacant.*

*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 Principal Social Welfare Examiner #2, in the HEAP and SNAP Unit, Base Salary \$52,674 (Grade 15/Step 21), due to retirement effective April 21, 2023.

**Rationale:** This position supervises both the SNAP (Supplemental Nutrition Assistance Program) and HEAP (Home Energy Assistance Program) Social Welfare Examiners. There are 8 SNAP Examiners, and 1.5 HEAP Examiners, plus 3 seasonal HEAP Examiners.

**Attachment #1**

**2. Request:**

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

**Rationale:** This is a backfill request to be filled by promotion, resulting from the Principal SWE retirement.

**Attachment #2**

**3. Request:**

Notice of Intent to Fill the position of Senior Account Clerk #6 in the Child Support Unit, Base Salary \$43,187 (Grade 7/Step 6), due to resignation effective February 20, 2023.

**Rationale:** This position supports the work of the Principal Account Clerk and Investigators in the Child Support Enforcement Unit.

**Attachment #3**

**4. Request:**

Notice of Intent to Fill the position of Senior Caseworker #8 in the Child Protective Services Unit, Base Salary \$57,507 (Grade 18/Step 14), due to resignation effective February 10, 2023.

**Rationale:** This position supervises Caseworkers/caseloads in the Child Protective Services Unit.

**Attachment #4**

**5. Request:**

Notice of Intent to Fill (Backfill) the position of Caseworker #TBD in the Child Protective Services Unit, Base Salary \$54,061 (Grade 16), due to promotion.

**Rationale:** This is a backfill request to be filled by promotion, resulting from the Sr. Caseworkers resignation.

**Attachment #5**

**6. Request:**

Notice of Intent to Fill the position of Caseworker #4 in the Adult Protective Services Unit, Base Salary \$54,061 (Grade 16/Step23), due to a position transfer effective February 21, 2023.

**Rationale:** The Adult Protective Services Unit includes six essential caseworker positions.

**Attachment #6**

**7. Request:**

Request to enter into a new Agreement (Memorandum of Understanding) with the Sheriff's Office, for transportation expenses related to carrying out the work of the Department of Social Services, for the initial term of October 1, 2022 through December 31, 2022, to be renewed annually by the Commissioner of Social Services, for a total annual amount of \$20,000 (\$5,000 quarterly). This expense was not included in the 2022 or 2023 Social Services Budgets.

**Rationale:** These expenses pertain to court orders for individuals that the department of Social Services is responsible for, that are placed outside of Warren County; thereby requiring transportation services to Warren County courts, by the Sheriff's Office.

**Attachment #7**

**8. Request:**

Request to Amend the County Budget to increase revenues and expenses in the amount of \$20,000 for 2023, to cover the cost for transportation provided by the Warren County Sheriff, for the Department of Social Services.

**Rationale:** Rising expenses for all departments has necessitated the need for an agreement to cover these transportation expenses.

**Attachment #8**

**9. Request:**

Request to Amend the 2023 County Budget to increase revenue and expenses in the amount of \$ 114,564, to reflect the remaining allocation for the New York State Rental Supplement Program (RSP), issued by the New York State Office of Temporary and Disability Assistance (OTDA), which provides vital rental assistance to individuals and families who are experiencing homelessness or are facing imminent loss of housing.

**Rationale:** Our goal is to reach qualifying recipients for full utilization of the allocation.

**Attachment #9**

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 #10**

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

Amy McByrne, Director of Countryside Adult Home – 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 – Principal Social Welfare Examiner #2
2. Notice of Intent to Fill - (Backfill) Sr. Social Welfare Examiner #TBD
3. Notice of Intent to Fill – Sr. Account Clerk #6
4. Notice of Intent to Fill - Sr. Caseworker #8
5. Notice of Intent to Fill – (Backfill) Caseworker #TBD
6. Notice of Intent to Fill – Caseworker #4
7. Request to Enter into MOU with Sheriff for Transportation
8. Request to Amend County Budget, \$20,000 Transportation Sheriff
9. Request to Amend County Budget, \$114,564, NYS OTDA RSP
10. Monthly Revenue and Expenditure Report, and Overtime

# 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: 40.06  
Title of Position: Principal Social Welfare Examiner #2 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: Klaiber/10198 Date of Vacancy: 04/24/2023  
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. 2/14/23

Human Resources Director has approved this form when initialed. 2/14/23

### 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 2/15/2023

### 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 2/17/23

### 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 Dussault Date 2/22/23

## **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: 40.06  
Title of Position: Senior 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) \_\_\_\_\_ Date of Vacancy: 04/24/2023  
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.** 2/14/23  
**Human Resources Director has approved this form when initialed.** AS 2/14/23

### 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 2/15/2023

### 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 2/17/23

### 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 F. Duvall Date 2/22/23

## 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.

# 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 Account Clerk #6 Base Salary of Position: \$43,187 Grade: 7  
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: Stoller/12914 Date of Vacancy: 02/21/2023  
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.** PCW 2/14/23  
**Human Resources Director has approved this form when initialed.** JS 2/14/23

### 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 2/15/2023

### 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 2/17/23

### 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. Dursally Date 2/22/23

## SENIOR ACCOUNT CLERK

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

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

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

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;

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

Prepares complex financial and statistical summary reports;

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

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

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

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

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

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

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

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

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

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

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

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

Good knowledge of modern methods of keeping and reviewing financial accounts and records;

Good knowledge of modern office terminology, procedures and equipment;

Ability to make complex arithmetic computations accurately; Speed;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively, both orally and in writing;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to analyze data and prepare and maintain detailed records and reports.

### **MINIMUM QUALIFICATIONS:**

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

- A) Associate's Degree or higher in accounting, business or closely related field; or
- B) Two (2) years of experience maintaining financial accounts and records.

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

**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**

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: Sr. Caseworker #8 Base Salary of Position: \$57,507 Grade: 18  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: Spinosa/11472 Date of Vacancy: 02/13/2023  
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.** *PO 2/14/23*  
**Human Resources Director has approved this form when initialed.** *HR 2/14/23*

**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 2/15/23

**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 2/17/23

**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 Duxally* Date 2/22/23

## SENIOR CASEWORKER

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

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

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

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

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

### **MINIMUM QUALIFICATIONS:**

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

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

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

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

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

**SPECIAL REQUIREMENTS:**

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

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## 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: (Backfill) Date of Vacancy: 02/21/2023  
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.** RC 2/14/23  
**Human Resources Director has approved this form when initialed.** RC 2/14/23

### 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 2/15/2023

### 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 2/15/23

### 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. Dussault Date 2/22/23

## **CASEWORKER**

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

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

Formulates and carries out plans to meet the needs of the individual or family;

Interviews clients to assess the need for social services;

Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;

Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;

Finds, studies and evaluates family homes for the placement of children and adults;

Recommends foster homes and day care homes for certification;

Determines whether a child's or an adult's needs can best be met in an institution or foster home;

Supervises children/adults placed in foster homes or an institution; Supervises foster parents in certified homes;

Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;

Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding; Coordinates and develops a treatment plan and goal for the reunion of families;

Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;

Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;

Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court; Maintains case records; Prepares letters and reports as required.

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

Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; Ability to establish and maintain cooperative relationships with others;

Ability to prepare and maintain records and reports; Ability to express ideas clearly, both orally and in writing;

Ability to understand and follow oral and written directions; Good powers of observation and analysis;

Initiative, tact, good judgment, emotional maturity.

### **MINIMUM QUALIFICATIONS:** Bachelor's Degree

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

### **SPECIAL REQUIREMENTS:**

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

B) Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## 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 #4 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: Hargraves/9816 Date of Vacancy: 02/21/2023  
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.** REN 2/14/23  
**Human Resources Director has approved this form when initialed.** AG 2/14/23

### 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 2/12/2023

### 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 2/17/23

### 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 Dunsally Date 2/22/23

## **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. 3**

**Request for New Contract**

**DEPARTMENT NAME: Social Services**

**DATE: 2/22/23**

- (a) Is this a Result of a Bid or Request for Proposal?  
**No**
- (b) Purpose of Contract:  
**To enter into a Memorandum of Understanding (MOU) between the Warren County Dept. Social Services & Warren County Sheriff's Office, for transportation costs.**
- (c) Name of Contractor:  
**Warren County Sheriff**
- (d) Address of Contractor: **1340 State Route 9, Lake George, NY 12845**
- (e) Contractor's Contact Person and Telephone Number:  
**James LaFarr, Sheriff 743-2500**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract:  
**10/01/2022**
- (h) Termination Date of Contract:  
**12/31/22 (to be renewed by the Commissioner of Social Svcs. R276 2017)**
- (i) Payment Provisions: i) lump sum amount **20,000 annually**  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount:

**A.6010 3610 State Aid Admin / A.6010 4610 Federal Aid Admin**

**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

**RESOLUTION REQUEST FORM NO. 7**

**ATTCHMENT #8**

***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: 2/9/23**

- (a) Purpose of Amendment: **To increase expenses and revenue based on the need to create a new MOU with the Warren County Sheriff's Office to cover transportation costs for individuals in the care/custody of the Dept. of Social Services.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 470 Contract \$20,000**
  
- (c) Revenue Code (with title), and Amount: **A.6010 3610 State Aid Admin \$9,000  
A.6010 4610 Federal Aid Admin \$6,000**

Warren County Sheriff's Office  
Youth Transport Reimbursement

Quarterly Claim From September 2022 To December 2022

PERSONNEL SERVICES						
REGULAR HOURS			JUVENILE/DATE	OVERTIME HOURS		
HRS	RATE	AMOUNT		HRS	RATE	AMOUNT
6	33.08	198.48	CASTILLO,G 9/22/22	6	42.18	253.08
			CASTILLO,G 9/23/22	6	57.13	342.78
8	39.00	312.00	CASTILLO,G 9/27/22			
8	29.04	232.32	CASTILLO,G 9/27/22			
9	33.08	297.72	CASTILLO,G 9/27/22	2	48.24	96.48
5	39.00	195.00	CIVITELLO 10/26/22	5	57.13	285.65
8	44.90	359.20	CIVITELLO 10/28/22	3	65.98	197.94
			CIVITELLO 10/28/22	11	57.13	628.43
			JACKSON 11/14/22	11	61.19	673.09
			JACKSON 11/17/22	10	42.18	421.80
			JACKSON 11/21/22	9.5	61.19	581.30
			JACKSON 11/21/22	9.5	57.13	542.73
5	39.00	195.00	CASTILLO,N 11/21/22			
5	29.04	145.20	CASTILLO,N 11/21/22			
7	39.00	273.00	CASTILLO,G 11/23/22	8	57.13	457.04
3	39.00	117.00	CASTILLO,G 11/23/22	10	57.13	571.30
			CASTILLO,G 11/28/22	17	57.13	971.21
			CASTILLO,G 11/28/22	10	57.13	571.30
			CIVITELLO 11/29/22	8	57.13	457.04
			CIVITELLO 11/29/22	8	48.24	385.92
			CIVITELLO 11/29/22	10	57.13	571.30
			CIVITELLO 12/7/22	4	57.13	228.52
			CIVITELLO 12/7/22	4	42.18	168.72
			CIVITELLO 12/7/22	4	57.13	228.52
			CIVITELLO 12/7/22	4	42.18	168.72
	TOTAL=	\$2,324.92		TOTAL		\$8,802.87

*Probation*

*Probation*

**TOTAL PERSONNEL SERVICES = \$11,127.79**

OTHER EXPENSES		
ITEM	RATE	AMOUNT
Fringe Benefits	8.35%	
Mileage for 5408 miles	.625/mile	3380.00
Gas/Tolls	Actual	538.07
Meals	Actual	127.10

CASTILLO - 1,636.38  
OCT

NOV 3,301.05

\$4,937.43 - 4th Q 2022

**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: 2/9/23**

- (a) Purpose of Amendment: **To increase expenses and revenue based on the remaining allocation received by NYS OTDA per attached 21-LCM-24 to provide rental assistance to qualified individuals.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 471 - Administration - \$114,564**
  
- (c) Revenue Code (with title), and Amount:  
**A.6010 3610 State Aid Admin \$114,564**



# Office of Temporary and Disability Assistance

KATHY HOCHUL  
Governor

BARBARA C. GUINN  
Executive Deputy Commissioner

## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	21-LCM-24
<b>To:</b>	Social Services District Commissioners
<b>Issuing Division/Office:</b>	Employment and Income Support Programs
<b>Date:</b>	December 13, 2021
<b>Subject:</b>	New York State Rental Supplement Program
<b>Contact Person(s):</b>	Temporary Assistance Bureau (518) 474-9344 <a href="mailto:otda.sm.cees.tabureau@otda.ny.gov">otda.sm.cees.tabureau@otda.ny.gov</a>
<b>Attachments:</b>	<u>Attachment A – 2021-2022 Rental Supplement Program Allocation</u> <u>Attachment B – 2021-2022 Rental Supplement Program Plan</u>

### Section 2

#### I. Purpose

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

#### II. Background

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

#### III. Program Implications

##### A. Program Activities and Services

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

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

## B. Program Eligibility and Program Requirements

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

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

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

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

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

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

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

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

#### C. Allocations

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

#### D. Reporting Requirements

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

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

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

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

#### **IV. Reimbursement Structure and Allowable Costs**

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

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

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

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

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

#### **V. Necessary Action**

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

---

#### **Issued By:**

**Name:** Barbara C. Guinn

**Title:** Executive Deputy Commissioner

**Division/Office:** Office of Temporary and Disability Assistance



G/L Account Inquiry - A.6010 471 - Administration

Summary Budget Analysis Five Year Trend Budget History Detail

Fiscal Year 2022

G/L Account A.6010 471 - Administration

Annual Totals YTD Reclass Journal Type

Classification **Contractual Expense** Fiscal Year 2022

	Amended Budget	Encumbrances	Expenses	YTD Balance	Percent I
	\$126,379.00	\$0.00	\$9,632.32	\$116,746.68	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$126,379.00	\$0.00	\$0.00	\$126,379.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$126,379.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$126,379.00
July	\$0.00	\$0.00	\$0.00	\$786.00	\$125,593.00
August	\$0.00	\$0.00	\$0.00	\$2,238.00	\$123,355.00
September	\$0.00	\$0.00	\$0.00	\$786.00	\$122,569.00
October	\$0.00	\$0.00	\$0.00	\$3,459.00	\$119,110.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$119,110.00
December	\$0.00	\$0.00	\$0.00	\$2,363.32	\$116,746.68
Total	\$0.00	\$126,379.00	\$0.00	\$9,632.32	\$116,746.68
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$2,183.00	\$114,563.68
Grand Total	\$0.00	\$126,379.00	\$0.00	\$11,815.32	\$114,563.68

*Allocation*

*Used 2022*

*Balance 2023*

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

**BUDGET ANALYSIS**  
**REVENUE AND EXPENDITURES FOR JAN - DEC 2022**

FUND(S): A

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

EXPENSES	2022 BUDGETED	2022 YTD ACTUAL	2021 Prior Year Totals
110 Salaries - Regular	\$7,836,659.00	\$7,534,865.59	\$6,695,043.53
120 Salaries - Overtime	\$75,222.00	\$217,988.58	\$152,298.15
130 Salaries - Part Time	\$194,737.00	\$234,266.89	\$164,015.66
<b>100's PERSONAL SERVICES Total</b>	<b>\$8,106,618.00</b>	<b>\$7,987,121.09</b>	<b>\$7,011,357.34</b>
200's EQUIPMENT	\$75,153.84	\$74,986.62	\$75,764.22
400's CONTRACTUAL	\$24,222,118.22	\$22,524,730.47	\$22,160,405.73
800's EMPLOYEE BENEFITS	\$3,528,191.00	\$3,267,767.11	\$3,273,383.48
<b>TOTALS</b>	<b>\$35,932,081.06</b>	<b>\$33,854,605.29</b>	<b>\$32,520,910.77</b>

REVENUE	2022 BUDGETED	2022 YTD ACTUAL	2021 Prior Year Totals
	\$17,125,586.00	\$16,409,413.40	\$17,474,163.60

**ATTCHMENT #10**

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>											
Department	<b>6010 - Social Services</b>										
	EXPENSE										
	<i>Personal Services</i>										
110	Salaries - Regular	6,735,301.00	147,660.00	6,882,961.00	820,674.01		.00	6,601,908.97	281,052.03	96	5,801,708.60
120	Salaries - Overtime	49,222.00	110,000.00	159,222.00	16,309.34		.00	129,896.32	29,325.68	82	102,227.77
130	Salaries - Part Time	63,148.00	40,000.00	103,148.00	17,800.17		.00	111,217.46	(8,069.46)	108	65,573.22
	<i>Personal Services Totals</i>	\$6,847,671.00	\$297,660.00	\$7,145,331.00	\$854,783.52		\$0.00	\$6,843,022.75	\$302,308.25	96%	\$5,969,509.59
	<i>Equipment</i>										
210	Furniture/Furnishings	.00	4,300.00	4,300.00	.00		899.95	2,232.26	1,167.79	73	6,593.71
220	Office Equipment	.00	20,547.82	20,547.82	2,142.00		(.04)	20,476.84	71.02	100	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	.00
	<i>Equipment Totals</i>	\$0.00	\$25,347.82	\$25,347.82	\$2,142.00		\$899.91	\$23,039.34	\$1,408.57	94%	\$66,465.54
	<i>Contractual Expense</i>										
410	Supplies	70,000.00	(12,034.18)	57,965.82	3,267.30		5,245.73	52,454.38	265.71	100	62,221.26
411	Rent-Building/Property	1,043,146.00	.00	1,043,146.00	.00		.00	1,043,145.40	.60	100	1,366,817.60
418	Ins-General Liability	39,041.00	10,170.95	49,211.95	.00		.00	49,182.56	29.39	100	33,524.80
423	Telephone	20,000.00	(4,500.00)	15,500.00	1,448.43		.00	15,130.90	369.10	98	16,947.21
424	Postage	28,000.00	3,500.00	31,500.00	3,592.32		.00	28,705.03	2,794.97	91	26,918.15
426	Subscriptions	500.00	.00	500.00	.00		.00	.00	500.00	0	.00
427	Memberships & Dues	5,500.00	.00	5,500.00	.00		.00	5,266.00	234.00	96	5,488.00
428	Data Processing & Internet Fees	5,000.00	.00	5,000.00	195.98		.00	3,851.76	1,148.24	77	4,048.11
432	Special Project Supply	250,000.00	(50,000.00)	200,000.00	.00		.00	26,089.00	173,911.00	13	75,101.00
435	Medical Fees	500.00	5,000.00	5,500.00	485.04		.00	4,934.83	565.17	90	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	14,300.00	22,300.00	4,725.52		.00	16,770.22	5,529.78	75	34,258.13
440	Legal/Transcript Fees	10,000.00	(4,500.00)	5,500.00	60.00		.00	2,869.00	2,631.00	52	7,535.00
441	Auto-Supplies & Repair	6,000.00	1,255.14	7,255.14	186.12		.00	5,628.80	1,626.34	78	2,695.00
442	Automotive - Gas & Oil	7,500.00	7,100.00	14,600.00	.00		.00	13,313.23	1,286.77	91	7,285.06
444	Travel/Education/Conference	12,000.00	(5,100.00)	6,900.00	909.95		.00	6,508.81	391.19	94	15,063.06
469	Other Payments/Contributions	3,000.00	(2,000.00)	1,000.00	.00		(1,000.00)	1,000.00	1,000.00	0	1,000.00
470	Contract	471,500.00	133,732.05	605,232.05	26,223.82		85,164.23	457,689.09	62,378.73	90	478,869.77
471	Administration	.00	126,379.00	126,379.00	2,363.32		.00	9,632.32	116,746.68	8	.00
	<i>Contractual Expense Totals</i>	\$1,979,937.00	\$223,259.96	\$2,203,196.96	\$43,457.80		\$89,409.96	\$1,742,171.33	\$371,615.67	83%	\$2,139,794.37
	<i>Employee Benefits</i>										
810	Retirement	762,238.00	31,254.31	793,492.31	30,244.73		.00	674,001.14	119,491.17	85	788,019.42
830	Social Security	421,998.00	18,454.92	440,452.92	49,480.51		.00	396,856.71	43,596.21	90	345,426.81

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22

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 6010 - Social Services</b>											
<b>EXPENSE</b>											
<i>Employee Benefits</i>											
831	Medicare Contribution	98,691.00	4,316.08	103,007.08	11,572.00	.00	92,813.27	10,193.81	90	80,785.24	
860	Hospitalization	1,400,979.00	.00	1,400,979.00	97,672.24	.00	1,300,836.84	100,142.16	93	1,295,219.15	
865	Dental Insurance	23,232.00	.00	23,232.00	1,649.40	.00	21,640.34	1,591.66	93	21,839.55	
<i>Employee Benefits Totals</i>		\$2,707,138.00	\$54,025.31	\$2,761,163.31	\$190,618.88	\$0.00	\$2,486,148.30	\$275,015.01	90%	\$2,531,290.17	
<i>Other Benefits</i>											
840	Workmen's Compensation	30,332.00	.00	30,332.00	.00	.00	30,332.00	.00	100	30,519.22	
850	Unemployment Insurance	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00	
855	Disability	8,000.00	.00	8,000.00	.00	.00	414.99	7,585.01	5	9,768.28	
861	Retirees Hospitalization	254,760.00	.00	254,760.00	21,773.40	.00	262,676.24	(7,916.24)	103	215,935.16	
862	Health Insurance Cost Reimbursement	5,250.00	.00	5,250.00	1,029.31	.00	2,338.20	2,911.80	45	2,135.47	
<i>Other Benefits Totals</i>		\$306,342.00	\$0.00	\$306,342.00	\$22,802.71	\$0.00	\$295,761.43	\$10,580.57	97%	\$258,358.13	
<b>EXPENSE TOTALS</b>		\$11,841,088.00	\$600,293.09	\$12,441,381.09	\$1,113,804.91	\$90,309.87	\$11,390,143.15	\$960,928.07	92%	\$10,965,417.80	
<b>Department 6010 - Social Services Totals</b>		(\$11,841,088.00)	(\$600,293.09)	(\$12,441,381.09)	(\$1,113,804.91)	(\$90,309.87)	(\$11,390,143.15)	(\$960,928.07)	92%	(\$10,965,417.80)	
<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	118,676.16	.00	932,956.62	20,741.38	98	893,334.93	
120	Salaries - Overtime	26,000.00	52,000.00	78,000.00	17,572.72	.00	88,092.26	(10,092.26)	113	50,070.38	
130	Salaries - Part Time	131,589.00	(176.00)	131,413.00	12,407.35	.00	123,049.43	8,363.57	94	98,442.44	
<i>Personal Services Totals</i>		\$1,101,467.00	\$61,644.00	\$1,163,111.00	\$148,656.23	\$0.00	\$1,144,098.31	\$19,012.69	98%	\$1,041,847.75	
<i>Equipment</i>											
210	Furniture/Furnishings	.00	35,577.28	35,577.28	.00	13,216.54	11,795.68	10,565.06	70	2,779.65	
220	Office Equipment	.00	681.03	681.03	252.00	.00	681.03	.00	100	.00	
260	Other Equipment	.00	39,716.02	39,716.02	.00	(45.84)	39,470.57	291.29	99	6,115.20	
270	Lawn & Landscaping	500.00	(500.00)	.00	.00	.00	.00	.00	+++	403.83	
<i>Equipment Totals</i>		\$500.00	\$75,474.33	\$75,974.33	\$252.00	\$13,170.70	\$51,947.28	\$10,856.35	86%	\$9,298.68	
<i>Contractual Expense</i>											
410	Supplies	41,000.00	15,510.23	56,510.23	5,609.34	1,738.54	38,753.77	16,017.92	72	40,608.75	
413	Repair & Maint.-Bldg/Property	20,000.00	.00	20,000.00	389.48	3,367.56	15,042.02	1,590.42	92	21,825.87	
415	Electricity	28,000.00	.00	28,000.00	4,422.84	.00	26,468.17	1,531.83	95	24,920.15	
416	Oil & Gas-Heating	22,000.00	10,800.00	32,800.00	3,097.63	.00	32,034.74	765.26	98	24,158.79	
417	Water/Sewer/Taxes	10,000.00	1,475.85	11,475.85	1,083.85	.00	11,475.34	.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	(3,108.44)	1,891.56	.00	.00	1,801.09	90.47	95	837.50	
423	Telephone	3,500.00	(2,811.75)	688.25	121.76	.00	688.25	.00	100	3,253.18	
424	Postage	200.00	.00	200.00	16.64	.00	190.99	9.01	95	130.98	
426	Subscriptions	500.00	(26.00)	474.00	.00	.00	474.00	.00	100	474.00	

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22

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>											
EXPENSE											
<i>Contractual Expense</i>											
427	Memberships & Dues	1,400.00	(56.00)	1,344.00	.00	.00	.00	1,344.00	.00	100	1,344.00
428	Data Processing & Internet Fees	3,000.00	638.44	3,638.44	287.93	.00	.00	3,638.44	.00	100	2,631.52
434	Allowances	18,500.00	(3,750.00)	14,750.00	1,150.00	.00	.00	14,750.00	.00	100	14,750.00
435	Medical Fees	2,000.00	(1,800.00)	200.00	.00	.00	.00	195.00	5.00	98	574.50
436	Advertising Fees	500.00	.00	500.00	460.00	.00	.00	460.00	40.00	92	295.00
437	Consulting Fees	5,000.00	(5,000.00)	.00	.00	.00	.00	.00	.00	+++	.00
439	Misc Fees & Expenses	1,000.00	236.82	1,236.82	101.75	.00	.00	1,032.25	204.57	83	734.00
441	Auto-Supplies & Repair	3,000.00	7,922.03	10,922.03	439.09	3,313.81	.00	7,602.41	5.81	100	4,020.67
442	Automotive - Gas & Oil	2,000.00	2,000.00	4,000.00	.00	.00	.00	3,657.33	342.67	91	2,359.11
444	Travel/Education/Conference	2,000.00	(333.73)	1,666.27	.00	.00	.00	1,666.27	.00	100	1,853.37
445	Foods	190,000.00	(7,691.10)	182,308.90	11,874.19	8,189.91	.00	168,454.98	5,664.01	97	145,506.03
451	Medical Supply Expense	4,000.00	.00	4,000.00	102.77	323.24	.00	2,678.73	998.03	75	3,164.34
453	Uniforms & Clothing	200.00	6,936.15	7,136.15	.00	.00	.00	7,136.15	.00	100	248.97
470	Contract	45,000.00	(11,325.00)	33,675.00	1,609.76	2,445.25	.00	30,289.16	940.59	97	37,692.71
<i>Contractual Expense Totals</i>		\$419,787.00	\$9,617.50	\$429,404.50	\$30,767.03	\$19,378.31	\$0.00	\$379,662.51	\$30,363.68	93%	\$351,573.79
<i>Employee Benefits</i>											
810	Retirement	112,397.00	5,895.12	118,292.12	5,436.40	.00	.00	107,804.45	10,487.67	91	126,152.26
830	Social Security	68,289.00	3,480.92	71,769.92	8,816.84	.00	.00	67,724.62	4,045.30	94	61,570.30
831	Medicare Contribution	15,974.00	814.10	16,788.10	2,062.04	.00	.00	15,838.83	949.27	94	14,399.52
860	Hospitalization	173,273.00	.00	173,273.00	12,130.08	.00	.00	163,445.23	9,827.77	94	168,178.63
865	Dental Insurance	3,312.00	.00	3,312.00	232.72	.00	.00	3,133.42	178.58	95	3,253.35
<i>Employee Benefits Totals</i>		\$373,245.00	\$10,190.14	\$383,435.14	\$28,678.08	\$0.00	\$0.00	\$357,946.55	\$25,488.59	93%	\$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	(7,000.00)	2,000.00	.00	.00	.00	.00	2,000.00	0	.00
855	Disability	1,500.00	1,500.00	3,000.00	.00	.00	.00	(269.33)	3,269.33	-9	.00
861	Retirees Hospitalization	97,469.00	.00	97,469.00	8,263.52	.00	.00	100,615.08	(3,146.08)	103	86,269.66
862	Health Insurance Cost Reimbursement	1,500.00	.00	1,500.00	.00	.00	.00	750.00	750.00	50	.00
<i>Other Benefits Totals</i>		\$128,723.00	(\$5,500.00)	\$123,223.00	\$8,263.52	\$0.00	\$0.00	\$120,349.75	\$2,873.25	98%	\$101,033.13
EXPENSE TOTALS		\$2,023,722.00	\$151,425.97	\$2,175,147.97	\$216,616.86	\$32,549.01	\$0.00	\$2,054,004.40	\$88,594.56	96%	\$1,877,307.41
Department 6030 - Countryside Adult Home Totals		(\$2,023,722.00)	(\$151,425.97)	(\$2,175,147.97)	(\$216,616.86)	(\$32,549.01)	(\$0.00)	(\$2,054,004.40)	(\$88,594.56)	96%	(\$1,877,307.41)
<b>Department 6050 - Public Facil. For Children</b>											
EXPENSE											
<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	\$0.00	\$46,856.58	\$1,643.42	97%	\$1,935.00
EXPENSE 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

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund A - General</b>											
Department <b>6050 - Public Facil. For Children</b>	<b>Totals</b>	<b>(\$10,000.00)</b>	<b>(\$38,500.00)</b>	<b>(\$48,500.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$46,856.58)</b>	<b>(\$1,643.42)</b>	<b>97%</b>	<b>(\$1,935.00)</b>	
Department <b>6055 - Daycare</b>	EXPENSE										
Contractual Expense											
Contract		1,071,747.00	(281,701.00)	790,046.00	98,791.66	.00	684,639.41	105,406.59	87	413,779.74	
	<i>Contractual Expense Totals</i>	<i>\$1,071,747.00</i>	<i>(\$281,701.00)</i>	<i>\$790,046.00</i>	<i>\$98,791.66</i>	<i>\$0.00</i>	<i>\$684,639.41</i>	<i>\$105,406.59</i>	<i>87%</i>	<i>\$413,779.74</i>	
	<b>EXPENSE TOTALS</b>	<b>\$1,071,747.00</b>	<b>(\$281,701.00)</b>	<b>\$790,046.00</b>	<b>\$98,791.66</b>	<b>\$0.00</b>	<b>\$684,639.41</b>	<b>\$105,406.59</b>	<b>87%</b>	<b>\$413,779.74</b>	
Department <b>6055 - Daycare</b>	Totals	(\$1,071,747.00)	\$281,701.00	(\$790,046.00)	(\$98,791.66)	\$0.00	(\$684,639.41)	(\$105,406.59)	87%	(\$413,779.74)	
Department <b>6070 - Services for Recipients</b>	EXPENSE										
Contractual Expense											
Contract		350,000.00	.00	350,000.00	37,663.26	.00	273,037.51	76,962.49	78	318,369.59	
	<i>Contractual Expense Totals</i>	<i>\$350,000.00</i>	<i>\$0.00</i>	<i>\$350,000.00</i>	<i>\$37,663.26</i>	<i>\$0.00</i>	<i>\$273,037.51</i>	<i>\$76,962.49</i>	<i>78%</i>	<i>\$318,369.59</i>	
	<b>EXPENSE TOTALS</b>	<b>\$350,000.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>\$37,663.26</b>	<b>\$0.00</b>	<b>\$273,037.51</b>	<b>\$76,962.49</b>	<b>78%</b>	<b>\$318,369.59</b>	
Department <b>6070 - Services for Recipients</b>	Totals	(\$350,000.00)	\$0.00	(\$350,000.00)	(\$37,663.26)	\$0.00	(\$273,037.51)	(\$76,962.49)	78%	(\$318,369.59)	
Department <b>6100 - Medicaid</b>	EXPENSE										
Contractual Expense											
Contract		11,249,062.00	(1,048,500.00)	10,200,562.00	773,556.00	.00	10,199,189.00	1,373.00	100	10,076,645.00	
	<i>Contractual Expense Totals</i>	<i>\$11,249,062.00</i>	<i>(\$1,048,500.00)</i>	<i>\$10,200,562.00</i>	<i>\$773,556.00</i>	<i>\$0.00</i>	<i>\$10,199,189.00</i>	<i>\$1,373.00</i>	<i>100%</i>	<i>\$10,076,645.00</i>	
	<b>EXPENSE TOTALS</b>	<b>\$11,249,062.00</b>	<b>(\$1,048,500.00)</b>	<b>\$10,200,562.00</b>	<b>\$773,556.00</b>	<b>\$0.00</b>	<b>\$10,199,189.00</b>	<b>\$1,373.00</b>	<b>100%</b>	<b>\$10,076,645.00</b>	
Department <b>6100 - Medicaid</b>	Totals	(\$11,249,062.00)	\$1,048,500.00	(\$10,200,562.00)	(\$773,556.00)	\$0.00	(\$10,199,189.00)	(\$1,373.00)	100%	(\$10,076,645.00)	
Department <b>6101 - Medical Assistance</b>	EXPENSE										
Contractual Expense											
Contract		.00	500.00	500.00	.00	.00	163.08	336.92	33	50,868.51	
	<i>Contractual Expense Totals</i>	<i>\$0.00</i>	<i>\$500.00</i>	<i>\$500.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$163.08</i>	<i>\$336.92</i>	<i>33%</i>	<i>\$50,868.51</i>	
	<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$163.08</b>	<b>\$336.92</b>	<b>33%</b>	<b>\$50,868.51</b>	
Department <b>6101 - Medical Assistance</b>	Totals	\$0.00	(\$500.00)	(\$500.00)	\$0.00	\$0.00	(\$163.08)	(\$336.92)	33%	(\$50,868.51)	
Department <b>6109 - Aid To Dependent Children</b>	EXPENSE										
Contractual Expense											
Contract		1,700,000.00	987,000.00	2,687,000.00	233,755.44	.00	2,612,004.84	74,995.16	97	1,916,660.91	
	<i>Contractual Expense Totals</i>	<i>\$1,700,000.00</i>	<i>\$987,000.00</i>	<i>\$2,687,000.00</i>	<i>\$233,755.44</i>	<i>\$0.00</i>	<i>\$2,612,004.84</i>	<i>\$74,995.16</i>	<i>97%</i>	<i>\$1,916,660.91</i>	
	<b>EXPENSE TOTALS</b>	<b>\$1,700,000.00</b>	<b>\$987,000.00</b>	<b>\$2,687,000.00</b>	<b>\$233,755.44</b>	<b>\$0.00</b>	<b>\$2,612,004.84</b>	<b>\$74,995.16</b>	<b>97%</b>	<b>\$1,916,660.91</b>	
Department <b>6109 - Aid To Dependent Children</b>	Totals	(\$1,700,000.00)	(\$987,000.00)	(\$2,687,000.00)	(\$233,755.44)	\$0.00	(\$2,612,004.84)	(\$74,995.16)	97%	(\$1,916,660.91)	
Department <b>6119 - Child Care</b>	EXPENSE										
Contractual Expense											

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund A - General</b>											
Department <b>6119 - Child Care</b>											
	EXPENSE										
	Contractual Expense										
470	Contract	5,145,000.00	560,000.00	5,705,000.00	834,289.54	.00	5,263,236.25	441,763.75	92	5,028,668.12	
	<i>Contractual Expense Totals</i>	\$5,145,000.00	\$560,000.00	\$5,705,000.00	\$834,289.54	\$0.00	\$5,263,236.25	\$441,763.75	92%	\$5,028,668.12	
	EXPENSE TOTALS	\$5,145,000.00	\$560,000.00	\$5,705,000.00	\$834,289.54	\$0.00	\$5,263,236.25	\$441,763.75	92%	\$5,028,668.12	
	Department <b>6119 - Child Care</b> Totals	(\$5,145,000.00)	(\$560,000.00)	(\$5,705,000.00)	(\$834,289.54)	\$0.00	(\$5,263,236.25)	(\$441,763.75)	92%	(\$5,028,668.12)	
	Department <b>6123 - Juvenile Delinquent Care</b>										
	EXPENSE										
	Contractual Expense										
470	Contract	10,000.00	.00	10,000.00	102.60	.00	865.26	9,134.74	9	3,406.76	
	<i>Contractual Expense Totals</i>	\$10,000.00	\$0.00	\$10,000.00	\$102.60	\$0.00	\$865.26	\$9,134.74	9%	\$3,406.76	
	EXPENSE TOTALS	\$10,000.00	\$0.00	\$10,000.00	\$102.60	\$0.00	\$865.26	\$9,134.74	9%	\$3,406.76	
	Department <b>6123 - Juvenile Delinquent Care</b> Totals	(\$10,000.00)	\$0.00	(\$10,000.00)	(\$102.60)	\$0.00	(\$865.26)	(\$9,134.74)	9%	(\$3,406.76)	
	Department <b>6129 - State Training School</b>										
	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 <b>6129 - State Training School</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$650,000.00)	
	Department <b>6140 - Home Relief</b>										
	EXPENSE										
	Contractual Expense										
470	Contract	1,500,000.00	(200,000.00)	1,300,000.00	113,588.22	.00	1,219,151.20	80,848.80	94	1,089,028.75	
	<i>Contractual Expense Totals</i>	\$1,500,000.00	(\$200,000.00)	\$1,300,000.00	\$113,588.22	\$0.00	\$1,219,151.20	\$80,848.80	94%	\$1,089,028.75	
	EXPENSE TOTALS	\$1,500,000.00	(\$200,000.00)	\$1,300,000.00	\$113,588.22	\$0.00	\$1,219,151.20	\$80,848.80	94%	\$1,089,028.75	
	Department <b>6140 - Home Relief</b> Totals	(\$1,500,000.00)	\$200,000.00	(\$1,300,000.00)	(\$113,588.22)	\$0.00	(\$1,219,151.20)	(\$80,848.80)	94%	(\$1,089,028.75)	
	Department <b>6141 - Fuel Crisis Assistance</b>										
	EXPENSE										
	Contractual Expense										
470	Contract	30,000.00	.00	30,000.00	85.77	.00	(2,017.82)	32,017.82	-7	41,624.27	
	<i>Contractual Expense Totals</i>	\$30,000.00	\$0.00	\$30,000.00	\$85.77	\$0.00	(\$2,017.82)	\$32,017.82	-7%	\$41,624.27	
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$85.77	\$0.00	(\$2,017.82)	\$32,017.82	-7%	\$41,624.27	
	Department <b>6141 - Fuel Crisis Assistance</b> Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	(\$85.77)	\$0.00	\$2,017.82	(\$32,017.82)	-7%	(\$41,624.27)	

# Expense Budget Performance Report

Fiscal Year to Date 12/31/22  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
<b>Fund A - General</b>											
Department 6142 - Emergency Aid For Adults											
	EXPENSE										
	Contractual Expense										
470	Contract	30,000.00	(15,500.00)	14,500.00	.00	.00	6,819.35	7,680.65	47	2,252.64	
	<i>Contractual Expense Totals</i>	\$30,000.00	(\$15,500.00)	\$14,500.00	\$0.00	\$0.00	\$6,819.35	\$7,680.65	47%	\$2,252.64	
	EXPENSE TOTALS	\$30,000.00	(\$15,500.00)	\$14,500.00	\$0.00	\$0.00	\$6,819.35	\$7,680.65	47%	\$2,252.64	
Department 6142 - Emergency Aid For Adults											
Department 7311 - Youth Bureau											
	EXPENSE										
	Other Benefits										
861	Retirees Hospitalization	12,743.00	.00	12,743.00	630.09	.00	7,561.08	5,181.92	59	9,147.99	
	<i>Other Benefits Totals</i>	\$12,743.00	\$0.00	\$12,743.00	\$630.09	\$0.00	\$7,561.08	\$5,181.92	59%	\$9,147.99	
	EXPENSE TOTALS	\$12,743.00	\$0.00	\$12,743.00	\$630.09	\$0.00	\$7,561.08	\$5,181.92	59%	\$9,147.99	
Department 7311 - Youth Bureau											
Department 7312 - Special Delinquency Prev.											
	EXPENSE										
	Contractual Expense										
424	Postage	.00	.00	.00	.00	.00	.00	.00	.00	+++	10.07
427	Memberships & Dues	.00	.00	.00	.00	.00	.00	.00	.00	+++	175.00
470	Contract	105,000.00	61,701.00	166,701.00	20,202.00	26,250.00	98,952.00	41,499.00	75	31,995.00	
	<i>Contractual Expense Totals</i>	\$105,000.00	\$61,701.00	\$166,701.00	\$20,202.00	\$26,250.00	\$98,952.00	\$41,499.00	75%	\$32,180.07	
	EXPENSE TOTALS	\$105,000.00	\$61,701.00	\$166,701.00	\$20,202.00	\$26,250.00	\$98,952.00	\$41,499.00	75%	\$32,180.07	
Department 7312 - Special Delinquency Prev.											
Department 7313 - Youth Court											
	EXPENSE										
	Contractual Expense										
470	Contract	.00	.00	.00	.00	.00	.00	.00	.00	+++	43,618.21
	<i>Contractual Expense Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$43,618.21
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$43,618.21
Department 7313 - Youth Court											
Fund A - General											
	Totals	\$35,078,362.00	\$853,719.06	\$35,932,081.06	\$3,443,086.35	\$149,108.88	\$33,854,605.29	\$1,928,366.89			
	Grand Totals	\$35,078,362.00	\$853,719.06	\$35,932,081.06	\$3,443,086.35	\$149,108.88	\$33,854,605.29	\$1,928,366.89		\$32,520,910.77	

10/27/2022	1	\$0.00	\$1,041,614.00
10/31/2022	1	\$0.00	\$9,069.00
11/02/2022	2	\$0.00	\$574,554.00
11/04/2022	2	\$0.00	\$83,370.00
11/10/2022	1	\$0.00	\$26.00
11/14/2022	2	\$0.00	\$5,923.00
11/30/2022	1	\$0.00	\$1,176.00
12/06/2022	3	\$0.00	\$702,727.00
12/08/2022	1	\$0.00	\$114,694.00
12/14/2022	2	\$0.00	\$141,169.00
12/22/2022	1	\$0.00	\$32,618.00
12/27/2022	1	\$0.00	\$16,666.00
12/31/2022	3	\$0.00	\$810,069.00

Account Total: State&Federal,Social Services

91 \$0.00 \$13,429,577.01

Fund Total: General

\$0.00 \$13,429,577.01

Grand Total:

91 \$0.00 \$13,429,577.01

FED / state =

LOCAL = 2,979,836.39

2022 TOTAL Revenue = 16,409,413.40

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

From Date: 01/01/2022 - To Date: 12/31/2022

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Account: 400.00 - State&Federal,Social Services					
	01/10/2022		1	\$0.00	\$100,000.00
	01/31/2022		2	\$0.00	\$357,040.00
	02/02/2022		2	\$0.00	\$109,821.00
	02/03/2022		2	\$0.00	\$254,522.00
	02/18/2022		1	\$0.00	\$807,987.00
	02/24/2022		2	\$0.00	\$9,289.00
	02/28/2022		1	\$0.00	\$16,517.00
	03/02/2022		3	\$0.00	\$114,793.00
	03/03/2022		1	\$0.00	\$30,768.00
	03/04/2022		1	\$0.00	\$311,431.00
	03/07/2022		1	\$0.00	\$64,377.00
	03/09/2022		2	\$0.00	\$344,432.00
	03/10/2022		2	\$0.00	\$179,358.00
	03/24/2022		2	\$0.00	\$72,628.00
	03/31/2022		2	\$0.00	\$539,197.00
	05/02/2022		1	\$0.00	\$85,851.00
	05/03/2022		2	\$0.00	\$461,171.00
	05/12/2022		1	\$0.00	\$3,100.01
	05/20/2022		1	\$0.00	\$397,371.00
	05/24/2022		4	\$0.00	\$24,861.00
	05/31/2022		4	\$0.00	\$566,581.00
	06/16/2022		1	\$0.00	\$126,996.00
	06/20/2022		1	\$0.00	\$15,425.00
	06/22/2022		1	\$0.00	\$979.00
	06/27/2022		1	\$0.00	\$11.00
	06/30/2022		3	\$0.00	\$984,939.00
	07/05/2022		1	\$0.00	\$400,937.00
	07/31/2022		1	\$0.00	\$376,618.00
	08/02/2022		2	\$0.00	\$568,452.00
	08/04/2022		2	\$0.00	\$859,918.00
	08/22/2022		1	\$0.00	\$9,271.00
	08/23/2022		2	\$0.00	\$133,778.00
	08/26/2022		1	\$0.00	\$76,751.00
	08/30/2022		4	\$0.00	\$96,163.00
	09/08/2022		2	\$0.00	\$380,865.00
	09/15/2022		1	\$0.00	\$87,724.00
	09/19/2022		1	\$0.00	\$51,415.00
	09/23/2022		1	\$0.00	\$1,557.00
	09/28/2022		1	\$0.00	\$180,880.00
	09/30/2022		3	\$0.00	\$523,682.00
	10/04/2022		1	\$0.00	\$155,854.00
	10/07/2022		1	\$0.00	\$12,592.00

09/07/2022	1	\$0.00	\$87.00
09/21/2022	2	\$0.00	\$2,489.34
09/26/2022	1	\$0.00	\$417.50
09/29/2022	1	\$0.00	\$7,452.66
10/20/2022	1	\$0.00	\$6,728.00
10/28/2022	1	\$0.00	\$655.88
10/31/2022	1	\$0.00	\$184.00
11/01/2022	1	\$0.00	\$4,579.03
11/22/2022	1	\$0.00	\$286.65
12/02/2022	1	\$0.00	\$7,737.80
12/27/2022	1	\$0.00	\$92.00
12/31/2022	1	\$0.00	\$9,715.10

Account Total: Repay of Home Relief 65 \$0.00 \$159,013.08

Department Total: Home Relief \$0.00 \$159,013.08

Department: 6142 - Emergency Aid For Adults

**Account: 1842 - Repay Emer Aid for Adults**

03/31/2022	1	\$0.00	\$1,300.00
------------	---	--------	------------

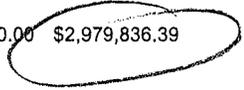
Account Total: Repay Emer Aid for Adults 1 \$0.00 \$1,300.00

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

Fund Total: General \$0.00 \$2,979,836.39

**Grand Total:** 247 \$0.00 \$2,979,836.39

*LOCAL* ←



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

From Date: 01/01/2022 - To Date: 12/31/2022

G/L Account Number	G/L Date	Due To/From Fund Project	Transactions	Debit Amount	Credit Amount
Fund: A - General					
Department: 6010 - Social Services					
Account: 1810 - Administration					
	02/18/2022		1	\$0.00	\$1,543.80
	02/28/2022		1	\$0.00	\$1,250.00
	03/21/2022		1	\$0.00	\$850.92
	03/31/2022		1	\$0.00	\$5,885.15
	04/15/2022		1	\$0.00	\$1,327.74
	04/29/2022		1	\$0.00	\$1,250.00
	05/25/2022		1	\$0.00	\$1,017.26
	05/31/2022		1	\$0.00	\$1,250.00
	06/23/2022		1	\$0.00	\$368.42
	07/05/2022		1	\$0.00	\$1,250.00
	07/20/2022		1	\$0.00	\$789.36
	07/29/2022		1	\$0.00	\$3,000.00
	08/25/2022		1	\$0.00	\$587.52
	08/31/2022		1	\$0.00	\$3,166.67
	09/26/2022		2	\$0.00	\$542.71
	10/28/2022		2	\$0.00	\$845.92
	11/01/2022		1	\$0.00	\$1,916.67
	11/22/2022		2	\$0.00	\$9,202.69
	12/02/2022		1	\$0.00	\$1,916.67
	12/27/2022		1	\$0.00	\$8,396.43
	12/31/2022		1	\$0.00	\$1,916.67
Account Total: Administration			24	\$0.00	\$48,274.60
Account: 1811 - Medical Incentive Earning					
	02/08/2022		1	\$0.00	\$174.37
	02/18/2022		1	\$0.00	\$3,723.00
	03/08/2022		1	\$0.00	\$96.93
	03/21/2022		1	\$0.00	\$3,723.00
	04/08/2022		1	\$0.00	\$89.38
	04/15/2022		1	\$0.00	\$3,723.00
	05/05/2022		1	\$0.00	\$57.95
	05/25/2022		1	\$0.00	\$3,723.00
	06/07/2022		1	\$0.00	\$55.70
	06/23/2022		1	\$0.00	\$3,723.00
	07/07/2022		1	\$0.00	\$103.78
	07/20/2022		1	\$0.00	\$3,723.00
	08/25/2022		1	\$0.00	\$3,723.00
	09/13/2022		2	\$0.00	\$107.13
	09/26/2022		1	\$0.00	\$3,723.00
	10/11/2022		1	\$0.00	\$149.96
	10/28/2022		1	\$0.00	\$3,723.00

	11/08/2022	1	\$0.00	\$50.38
	11/22/2022	1	\$0.00	\$3,723.00
	12/06/2022	1	\$0.00	\$109.85
	12/27/2022	1	\$0.00	\$3,723.00
Account Total: Medical Incentive Earning		22	\$0.00	\$41,948.43
<b>Account: 220 - Office Equipment</b>				
	07/29/2022	1	\$0.00	\$280.00
Account Total: Office Equipment		1	\$0.00	\$280.00
<b>Account: 2680 - Insurance Recoveries</b>				
	04/06/2022	1	\$0.00	\$1,255.14
	07/05/2022	1	\$0.00	\$214.70
Account Total: Insurance Recoveries		2	\$0.00	\$1,469.84
<b>Account: 3610 - Social Services Admin</b>				
	02/16/2022	1	\$0.00	\$927.94
	02/25/2022	1	\$0.00	\$3,100.01
	03/31/2022	2	\$0.00	\$9,248.61
	08/04/2022	1	\$0.00	\$3,100.00
	08/25/2022	1	\$0.00	\$16,275.00
	09/08/2022	1	\$0.00	\$7,459.41
	10/26/2022	1	\$0.00	\$2,883.33
Account Total: Social Services Admin		8	\$0.00	\$42,994.30
<b>Account: 410 - Supplies</b>				
	12/02/2022	1	\$0.00	\$90.00
Account Total: Supplies		1	\$0.00	\$90.00
<b>Account: 435 - Medical Fees</b>				
	02/18/2022	1	\$0.00	\$46.66
	03/21/2022	1	\$0.00	\$262.23
	04/15/2022	1	\$0.00	\$169.16
	05/25/2022	1	\$0.00	\$184.95
	06/23/2022	1	\$0.00	\$234.08
	07/20/2022	1	\$0.00	\$55.54
	07/29/2022	1	\$0.00	\$180.00
	08/25/2022	1	\$0.00	\$148.69
	09/26/2022	1	\$0.00	\$135.00
	10/28/2022	1	\$0.00	\$169.62
	11/22/2022	1	\$0.00	\$184.28
	12/27/2022	1	\$0.00	\$131.54
Account Total: Medical Fees		12	\$0.00	\$1,901.75
<b>Account: 855 - Disability</b>				
	10/18/2022	1	\$0.00	\$34.00
Account Total: Disability		1	\$0.00	\$34.00
Department Total: Social Services			\$0.00	\$136,992.92
Department: 6030 - Countryside Adult Home				
<b>Account: 1830 - Repay - Adult Care, Pub Inst</b>				

	02/01/2022	1	\$0.00	\$4,757.40
	02/22/2022	1	\$0.00	\$69,921.56
	02/28/2022	2	\$0.00	\$67,190.78
	03/31/2022	2	\$0.00	\$70,013.90
	04/28/2022	1	\$0.00	\$4,757.40
	04/29/2022	1	\$0.00	\$53,203.02
	05/31/2022	2	\$0.00	\$77,905.30
	07/05/2022	2	\$0.00	\$67,170.53
	07/28/2022	1	\$0.00	\$4,757.40
	07/29/2022	1	\$0.00	\$59,260.70
	08/31/2022	2	\$0.00	\$80,067.60
	09/29/2022	2	\$0.00	\$53,975.25
	11/01/2022	2	\$0.00	\$60,315.81
	12/01/2022	1	\$0.00	\$4,757.40
	12/02/2022	1	\$0.00	\$48,594.25
	12/31/2022	2	\$0.00	\$38,064.31
Account Total: Repay - Adult Care, Pub Inst		24	\$0.00	\$764,712.61
<b>Account: 2680 - Insurance Recoveries</b>				
	09/13/2022	1	\$0.00	\$3,313.81
Account Total: Insurance Recoveries		1	\$0.00	\$3,313.81
<b>Account: 410 - Supplies</b>				
	04/29/2022	1	\$0.00	\$238.99
Account Total: Supplies		1	\$0.00	\$238.99
Department Total: Countryside Adult Home			\$0.00	\$768,265.41
Department: 6055 - Daycare				
<b>Account: 1855 - Repayments of Day Care</b>				
	02/22/2022	1	\$0.00	\$28.91
	04/29/2022	1	\$0.00	\$91.00
	07/05/2022	1	\$0.00	\$2,707.00
Account Total: Repayments of Day Care		3	\$0.00	\$2,826.91
Department Total: Daycare			\$0.00	\$2,826.91
Department: 6101 - Medical Assistance				
<b>Account: 1801 - Repay of Medical Assist</b>				
	02/18/2022	1	\$0.00	\$2,570.25
	02/22/2022	1	\$0.00	\$14,247.11
	02/28/2022	1	\$0.00	\$5,628.76
	03/21/2022	1	\$0.00	\$3,276.15
	03/31/2022	1	\$0.00	\$5,369.80
	04/15/2022	1	\$0.00	\$2,906.68
	04/29/2022	1	\$0.00	\$10,851.52
	05/25/2022	1	\$0.00	\$2,925.16
	05/31/2022	1	\$0.00	\$52,203.66
	06/23/2022	1	\$0.00	\$3,600.21
	07/05/2022	1	\$0.00	\$180.00
	07/20/2022	1	\$0.00	\$2,668.31
	07/29/2022	1	\$0.00	\$465.00
	08/25/2022	1	\$0.00	\$2,956.35

08/31/2022	1	\$0.00	\$22,038.61
09/26/2022	1	\$0.00	\$3,950.17
09/29/2022	1	\$0.00	\$29,210.03
10/28/2022	1	\$0.00	\$1,608.29
11/01/2022	1	\$0.00	\$5,335.10
11/22/2022	1	\$0.00	\$2,868.07
12/02/2022	1	\$0.00	\$5,113.75
12/27/2022	1	\$0.00	\$2,133.11
12/31/2022	1	\$0.00	\$11,680.23
Account Total: Repay of Medical Assist	23	\$0.00	\$193,786.32
Department Total: Medical Assistance		\$0.00	\$193,786.32
Department: 6109 - Aid To Dependent Children			
Account: 1809 - Repay of Aid to A.D.C.			

02/18/2022	2	\$0.00	\$14,798.48
02/22/2022	1	\$0.00	\$3,711.00
02/28/2022	1	\$0.00	\$410.47
03/21/2022	2	\$0.00	\$8,257.60
03/31/2022	1	\$0.00	\$846.50
04/15/2022	2	\$0.00	\$30,358.38
04/29/2022	1	\$0.00	\$612.02
05/25/2022	2	\$0.00	\$24,896.72
05/31/2022	1	\$0.00	\$351.00
06/23/2022	2	\$0.00	\$29,323.00
07/05/2022	1	\$0.00	\$401.00
07/20/2022	2	\$0.00	\$12,714.34
07/29/2022	1	\$0.00	\$535.15
08/25/2022	2	\$0.00	\$16,576.30
08/31/2022	1	\$0.00	\$371.00
09/26/2022	2	\$0.00	\$16,618.82
09/29/2022	1	\$0.00	\$1,817.00
10/28/2022	2	\$0.00	\$13,417.59
11/01/2022	1	\$0.00	\$967.75
11/22/2022	2	\$0.00	\$11,763.79
12/02/2022	1	\$0.00	\$484.53
12/27/2022	2	\$0.00	\$11,494.59
12/31/2022	1	\$0.00	\$1,038.15
Account Total: Repay of Aid to A.D.C.	34	\$0.00	\$201,765.18
Department Total: Aid To Dependent Children		\$0.00	\$201,765.18
Department: 6119 - Child Care			
Account: 1819 - Repay of Child Care			

02/18/2022	1	\$0.00	\$1,202.90
02/22/2022	1	\$0.00	\$70,010.08
02/28/2022	1	\$0.00	\$184,921.10
03/21/2022	1	\$0.00	\$3,235.37
03/31/2022	1	\$0.00	\$122,901.33
04/15/2022	1	\$0.00	\$7,952.78
04/29/2022	1	\$0.00	\$168,591.40
05/25/2022	1	\$0.00	\$8,865.41
05/31/2022	1	\$0.00	\$124,174.00

06/23/2022	1	\$0.00	\$4,517.45
07/05/2022	1	\$0.00	\$108,787.59
07/20/2022	1	\$0.00	(\$2,832.91)
07/29/2022	1	\$0.00	\$131,889.07
08/25/2022	1	\$0.00	\$5,516.26
08/31/2022	1	\$0.00	\$231,774.14
09/26/2022	1	\$0.00	\$2,595.33
09/29/2022	1	\$0.00	\$98,604.15
10/28/2022	1	\$0.00	\$8,307.17
11/01/2022	1	\$0.00	\$5,573.33
11/22/2022	1	\$0.00	\$1,836.61
12/02/2022	1	\$0.00	\$65,829.93
12/27/2022	2	\$0.00	\$4,343.72
12/31/2022	1	\$0.00	\$157,290.36

Account Total: Repay of Child Care

24	\$0.00	\$1,515,886.57
----	--------	----------------

Department Total: Child Care

\$0.00	\$1,515,886.57
--------	----------------

Department: 6140 - Home Relief

**Account: 1840 - Repay of Home Relief**

01/20/2022	2	\$0.00	\$12,132.00
02/10/2022	3	\$0.00	\$16,154.40
02/18/2022	1	\$0.00	\$34.56
02/22/2022	1	\$0.00	\$1,990.26
02/25/2022	1	\$0.00	\$1,566.00
02/28/2022	1	\$0.00	\$5,589.01
03/08/2022	1	\$0.00	\$5,724.00
03/18/2022	2	\$0.00	\$5,711.50
03/21/2022	1	\$0.00	\$651.28
03/24/2022	1	\$0.00	\$161.00
03/30/2022	1	\$0.00	\$128.00
03/31/2022	1	\$0.00	\$7,035.35
04/15/2022	1	\$0.00	\$463.25
04/18/2022	2	\$0.00	\$4,013.89
04/22/2022	1	\$0.00	\$174.00
04/29/2022	1	\$0.00	\$10,069.77
05/03/2022	1	\$0.00	\$491.40
05/05/2022	1	\$0.00	\$46.00
05/18/2022	1	\$0.00	\$840.00
05/25/2022	1	\$0.00	\$1,417.34
05/31/2022	2	\$0.00	\$4,869.07
06/23/2022	1	\$0.00	\$92.28
06/27/2022	1	\$0.00	\$677.36
06/30/2022	2	\$0.00	\$138.00
07/05/2022	1	\$0.00	\$4,163.21
07/19/2022	1	\$0.00	\$2,956.56
07/20/2022	1	\$0.00	\$143.53
07/29/2022	1	\$0.00	\$7,763.58
08/03/2022	2	\$0.00	\$7,829.34
08/11/2022	12	\$0.00	\$263.00
08/25/2022	1	\$0.00	\$860.57
08/31/2022	2	\$0.00	\$14,438.61



# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME:** Social Services

**DATE:** 02/08/23

- (a) Title of Requested Position: **Assistant Social Services Attorney-Temporary-Part-Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$77,708 / 37.36 hourly**
- (c) Effective Date for New Position:\* **02/21/23**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A 6010 130 - Salaries Part-Time**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

## 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: 40.07  
Title of Position: Assistant Social Services Attorney, Part-time - Temp. Base Salary of Position: \$77,708/37.36 hr. Grade: NA  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6010 130 - Salaries - Part-Time Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other Creation  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: 02/21/2023  
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 TEMP  
**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.** PA 2/8/23  
**Human Resources Director has approved this form when initialed.** AS 2/8/23

### 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 2/8/2023

### 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 2/9/23

### 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. Dussell Date 2/22/23