

Human Services Committee
Warren County Department of Social Services

COMMITTEE MEETING AGENDA

March 22, 2023

Committee Members: Supervisors DRISCOLL, Frasier, Bruno, McDevitt, Runyon, Geraci and Smith.

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 Intake Clerk #4, in the Reception Unit (SNAP Intake), Base Salary \$38,447 (Grade 4/Step 1), vacant due to promotion effective March 13, 2023.

Rationale: Each Intake position located in Reception is assigned to a specific eligibility unit. Intake duties for the Temporary Assistance (Temporary Assistance), Supplemental Nutrition Assistance Program (SNAP), Home Energy Assistance Program (HEAP), and Medicaid units are essential to the workflow and workloads of the respective units.

Attachment #1

2. Request:

Notice of Intent to Fill the position of Intake Clerk #7, in the Reception Unit (Medicaid Intake), Base Salary \$38,447 (Grade 4/Step 1), vacant due to promotion effective March 13, 2023.

Rationale: See *Rationale* Item #1.

Attachment #2

3. Request:

Notice of Intent to Fill the position of Social Services Investigator #3, in the Fraud Unit, Base Salary \$48,324 (Grade 11/Step 9), vacant due to promotion effective March 13, 2023.

Rationale: The Fraud Unit consists of one Investigator, one Sr. Investigator, and one Sr. Account Clerk.

Attachment #3

4. Request:

Notice of Intent to Fill the position of Caseworker #36 in the Child Protective Services Unit, Base Salary \$54,061 (Grade 16/Step 0), due to resignation effective March 10, 2023.

Rationale: Caseloads demand that vacant positions be filled as soon as possible, in order to adhere to State case processing compliancy mandates.

Attachment #4

5. Request:

Notice of Intent to Fill the position of Caseworker #38 in the Child Protective Services Unit, Base Salary \$54,061 (Grade 16/Step 2), due to resignation effective March 22, 2023.

Rationale: See *Rationale* Item 4.

Attachment #5

6. Request:

Notice of Intent to Fill the position of Support Investigator #5 in the Child Support Enforcement Unit, Base Salary \$44,729 (Grade 8/Step 19), due to promotion effective April 3, 2023.

Rationale: This vacancy is the backfill resulting from two consecutive promotions in the Child Support Enforcement Unit.

Attachment #6

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 #7

VI. Referrals/Pending Items:

1. Referral from ARPA Advisory Committee to discuss the homeless issue in Warren County and how it was being addressed, (03.02.23)

Immediately following the Social Services Agenda:

Amy McByrne, Director of Countryside Adult Home – see separate Agenda

VII. Privilege of the Floor and public comment

VII. Motion to Adjourn

ATTACHMENTS:

1. Notice of Intent to Fill Intake Clerk #4
2. Notice of Intent to Fill Intake Clerk #7
3. Notice of Intent to Fill Social Services Investigator #3
4. Notice of Intent to Fill Caseworker #36
5. Notice of Intent to Fill Caseworker #38
6. Notice of Intent to Fill Child Support Investigator #5
7. 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: Intake Clerk #4 Base Salary of Position: \$38,447 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13621/Kazlo Date of Vacancy: 03/13/23
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. 2/15/23
Human Resources Director has approved this form when initialed. 12 3/15/23

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 3/15/2023

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 3/17/23

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. O'Sullivan Date 3/22/23

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.03
Title of Position: Intake Clerk #7 Base Salary of Position: \$38,447 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13671/Hamelin Date of Vacancy: 03/13/23
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. PN 3/15/23

Human Resources Director has approved this form when initialed. AT 3/15/23 3/15/23

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 3/15/2023

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 3/17/23

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 [Signature] Date 3/22/23

INTAKE CLERK

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

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

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

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

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

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

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

Sends, receives and logs faxes;

Maintains pamphlets, brochures and related materials for visitors;

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP);

Working knowledge of office terminology, procedures and equipment;

Ability to enter data into query and issue reports from database and spreadsheet programs;

Ability to deal courteously with the public both in person and on the telephone;

Ability to understand and follow simple oral and written directions;

Ability to greet the public in a pleasing manner and provide requested information;

Ability to refer visitors to appropriate staff member after ascertaining their needs;

Ability to operate fax and copy machines; Ability to hear well and speak distinctly;

Ability to write legibly; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

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

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.14
Title of Position: Social Services Investigator #3 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: 12226/Morgan Date of Vacancy: 03/13/23
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. Person 3/15/23
Human Resources Director has approved this form when initialed. Person 3/15/23

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 3/15/2023

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 3/17/23

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 P. Dussally Date 3/22/23

SOCIAL SERVICES INVESTIGATOR

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

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

MINIMUM QUALIFICATIONS: Graduation from high school and either:

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #36 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: 13661/Casey Date of Vacancy: 03/13/23
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. POW 3/15/23

Human Resources Director has approved this form when initialed. 12 3/15/23 3/15/23

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 3/15/2023

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 3/17/23

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. Susally Date 3/22/23

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 #38 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: 13503/Arbuco Date of Vacancy: 03/23/23
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. *Personnel Officer 3/15/23*
Human Resources Director has approved this form when initialed. *HR 3/15/23*

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 3/15/2023

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 3/17/23

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 P Duscally* Date 3/22/23

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.

WC: 7.10; 2.17; 11.21 JC: Competitive

Format Update 2022

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
Title of Position: Support Investigator #5 Base Salary of Position: \$44,729 Grade: 8
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8830/Aldrich Date of Vacancy: 03/31/23
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. AP 3/15/23

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 3/15/23

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 [Signature] Date 3/17/23

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 [Signature] Date 3/22/23

SUPPORT INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Conducts investigations to determine the location and financial status of individuals legally responsible for the support of welfare recipients. Also provides related services to the general public for the purpose of securing child support and/or establishment of paternity. This position involves verifying the absence of a legally responsible relative from a household, locating the individual and assessing the possibility of obtaining reimbursement of funds for a social service agency. For the general public, this position involves documenting and verifying the financial status of absent parents and preparing petitions for support, enforcement, and modification. This position differs from that of Social Service Investigator in that there is no responsibility for fraud investigation. The work is performed under general supervision from either a higher-level investigator or the Coordinator of Child Support Enforcement allowing considerable leeway in carrying out specific tasks.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews welfare recipients and applicants and their relatives, neighbors and others in an effort to obtain information concerning the whereabouts of certain individuals;

Interviews single mothers in an effort to determine the feasibility of pursuing court action to establish paternity;

Compiles information necessary to obtain a Family Court order directing individuals to make support payments when voluntary agreement for payment cannot be reached;

Contacts banks, insurance companies, employers, etc., to determine financial resources of individuals legally responsible for the support of others;

Contacts and interviews all parties thought to possess information on the whereabouts of an individual;

Contacts other governmental institutions in an effort to locate individuals;

Furnishes State Parent Locator Service with required information when local investigations fail to locate an absent parent;

Refers cases of suspected fraud to appropriate investigative unit;

Prepares reports as necessary;

Maintains a continuous case file of progress and results of investigations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of investigative techniques used in determining the location and financial status of individuals;

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

Ability to understand and interpret laws concerning support cases;

Ability to prepare written material;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

- A) Two (2) years of interviewing or investigation experience involving public contact; or
- B) Associate's Degree in Criminal Justice or a degree which includes 12 credit hours in one of the behavioral sciences; or
- C) Any equivalent combination of training and experience as stated in "A" and "B" above.

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

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

WC: Amended, 7.17.07

JC: Competitive

Format Update 2022

BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR FEBRUARY 2023

FUND(S): A

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

EXPENSES	2023 BUDGETED	FEB 2023 EXP	FEB 22 EXP	2023 YTD ACTUAL	2022 Prior Year Totals
110 Salaries - Regular	\$9,117,811.00	\$644,488.93	\$269,123.08	\$1,300,640.67	\$7,534,865.59
120 Salaries - Overtime	\$75,222.00	\$12,834.72	\$9,366.15	\$32,061.95	\$217,988.58
130 Salaries - Part Time	\$289,852.00	\$21,627.89	\$10,053.87	\$42,884.38	\$234,266.89
100's PERSONAL SERVICES Total	\$9,482,885.00	\$678,951.54	\$288,543.10	\$1,375,587.00	\$7,987,121.06
200's EQUIPMENT	\$145,500.00	\$0.00	\$0.00	\$15,130.61	\$75,366.60
400's CONTRACTUAL	\$24,347,039.85	\$1,517,193.44	\$1,285,244.52	\$2,939,538.28	\$23,852,391.17
800's EMPLOYEE BENEFITS	\$3,827,655.00	\$385,972.75	\$136,351.92	\$607,371.71	\$3,269,048.66
TOTALS	\$37,803,079.85	\$2,582,117.73	\$1,710,139.54	\$4,937,627.60	\$35,183,927.49

REVENUE	2023 BUDGETED	FEB 2023 REVENUE	FEB 2022 REVENUE	2023 YTD ACTUAL	2022 Prior Year Totals
	\$18,968,199.00	\$2,172,989.29	\$1,657,071.15	\$2,330,669.39	\$16,409,413.40

ATTACHMENT #7

Expense Budget Performance Report

Fiscal Year to Date 02/28/23

Include Rollup Account and Rollup to Account



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund A - General										
Department 6010 - Social Services										
EXPENSE										
<i>Personal Services</i>										
110	Salaries - Regular	7,949,319.00	.00	7,949,319.00	560,530.15	.00	1,130,150.59	6,819,168.41	14	6,601,908.97
120	Salaries - Overtime	49,222.00	.00	49,222.00	7,434.52	.00	18,373.95	30,848.05	37	129,896.32
130	Salaries - Part Time	131,127.00	.00	131,127.00	13,109.39	.00	24,461.32	106,665.68	19	111,217.46
<i>Personal Services Totals</i>		\$8,129,668.00	\$0.00	\$8,129,668.00	\$581,074.06	\$0.00	\$1,172,985.86	\$6,956,682.14	14%	\$6,843,022.75
<i>Equipment</i>										
210	Furniture/Furnishings	20,000.00	.00	20,000.00	.00	(899.95)	866.94	20,033.01	0	2,612.24
220	Office Equipment	15,000.00	.00	15,000.00	.00	.00	1,047.13	13,952.87	7	20,476.84
260	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	330.24
<i>Equipment Totals</i>		\$35,000.00	\$0.00	\$35,000.00	\$0.00	(\$899.95)	\$1,914.07	\$33,985.88	3%	\$23,419.32
<i>Contractual Expense</i>										
410	Supplies	75,000.00	.00	75,000.00	1,684.80	11,831.36	4,028.68	59,139.96	21	53,536.43
411	Rent-Building/Property	1,196,701.00	.00	1,196,701.00	.00	.00	99,725.03	1,096,975.97	8	1,043,145.40
418	Ins-General Liability	56,444.00	.00	56,444.00	.00	27,341.35	27,341.35	1,761.30	97	49,182.56
423	Telephone	25,000.00	.00	25,000.00	786.84	.00	2,337.93	22,662.07	9	15,130.90
424	Postage	30,000.00	.00	30,000.00	1,200.00	.00	1,200.00	28,800.00	4	31,184.07
427	Memberships & Dues	6,000.00	.00	6,000.00	.00	.00	5,424.00	576.00	90	5,266.00
428	Data Processing & Internet Fees	5,000.00	.00	5,000.00	59.98	.00	260.96	4,739.04	5	4,061.76
432	Special Project Supply	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	200,000.00
435	Medical Fees	1,000.00	.00	1,000.00	(380.90)	.00	(110.90)	1,110.90	-11	5,999.83
436	Advertising Fees	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
439	Misc Fees & Expenses	30,000.00	.00	30,000.00	1,342.89	.00	2,015.75	27,984.25	7	16,910.46
440	Legal/Transcript Fees	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	4,869.00
441	Auto-Supplies & Repair	6,000.00	.00	6,000.00	280.63	.00	678.33	5,321.67	11	5,628.80
442	Automotive - Gas & Oil	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	14,358.48
444	Travel/Education/Conference	12,000.00	.00	12,000.00	239.00	.00	890.17	11,109.83	7	7,082.44
469	Other Payments/Contributions	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,000.00
470	Contract	456,000.00	43,017.00	499,017.00	3,663.38	92,166.65	5,694.05	401,156.30	20	502,753.53
471	Administration	.00	1,200.00	1,200.00	.00	.00	1,200.00	.00	100	11,815.32
<i>Contractual Expense Totals</i>		\$2,020,395.00	\$44,217.00	\$2,064,612.00	\$8,876.62	\$131,339.36	\$150,685.35	\$1,782,587.29	14%	\$1,971,924.98
<i>Employee Benefits</i>										
810	Retirement	901,793.00	.00	901,793.00	56,941.33	.00	115,240.13	786,552.87	13	674,001.14
830	Social Security	504,041.00	.00	504,041.00	33,691.13	.00	69,187.12	434,853.88	14	396,856.71
831	Medicare Contribution	117,879.00	.00	117,879.00	7,879.40	.00	16,180.91	101,698.09	14	92,813.27
860	Hospitalization	1,386,420.00	.00	1,386,420.00	98,933.20	.00	247,107.88	1,139,312.12	18	1,300,836.84
865	Dental Insurance	23,088.00	.00	23,088.00	1,653.47	.00	4,160.81	18,927.19	18	21,640.34
<i>Employee Benefits Totals</i>		\$2,933,221.00	\$0.00	\$2,933,221.00	\$199,098.53	\$0.00	\$451,876.85	\$2,481,344.15	15%	\$2,486,148.30

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund A - General											
Department	6010 - Social Services										
	EXPENSE										
	<i>Other Benefits</i>										
840	Workmen's Compensation	34,533.00	.00	34,533.00	.00	.00	34,533.00	.00	100	100	30,332.00
850	Unemployment Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	0	.00
855	Disability	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	0	1,696.54
861	Retirees Hospitalization	264,560.00	.00	264,560.00	.00	.00	21,828.48	242,731.52	8	8	262,676.24
862	Health Insurance Cost Reimbursement	3,000.00	.00	3,000.00	1,433.10	.00	1,722.51	1,277.49	57	57	2,338.20
	<i>Other Benefits Totals</i>	\$317,093.00	\$0.00	\$317,093.00	\$1,433.10	\$0.00	\$8,083.99	\$259,009.01	18%	18%	\$297,042.98
	EXPENSE TOTALS	\$13,435,377.00	\$44,217.00	\$13,479,594.00	\$790,482.31	\$130,439.41	\$1,835,546.12	\$11,513,608.47	15%	15%	\$11,621,558.33
Department	6010 - Social Services										
Department	6030 - Countryside Adult Home										
	EXPENSE										
	<i>Personal Services</i>										
110	Salaries - Regular	1,168,492.00	.00	1,168,492.00	83,958.78	.00	170,490.08	998,001.92	15	15	932,956.62
120	Salaries - Overtime	26,000.00	.00	26,000.00	5,400.20	.00	13,688.00	12,312.00	53	53	88,092.26
130	Salaries - Part Time	158,725.00	.00	158,725.00	8,518.50	.00	18,423.06	140,301.94	12	12	123,049.43
	<i>Personal Services Totals</i>	\$1,353,217.00	\$0.00	\$1,353,217.00	\$97,877.48	\$0.00	\$202,601.14	\$1,150,615.86	15%	15%	\$1,144,098.31
	<i>Equipment</i>										
210	Furniture/Furnishings	100,000.00	13,216.54	113,216.54	.00	.00	13,216.54	100,000.00	12	12	11,795.68
220	Office Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0	681.03
260	Other Equipment	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	0	39,470.57
270	Lawn & Landscaping	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	0	.00
	<i>Equipment Totals</i>	\$110,500.00	\$13,216.54	\$123,716.54	\$0.00	\$0.00	\$13,216.54	\$110,500.00	11%	11%	\$51,947.28
	<i>Contractual Expense</i>										
410	Supplies	43,000.00	13,493.50	56,493.50	3,746.06	11,397.87	4,623.90	40,471.73	28	28	38,883.11
413	Repair & Maint.- Bldg/Property	20,000.00	.00	20,000.00	200.08	4,520.71	479.29	15,000.00	25	25	15,042.02
415	Electricity	31,000.00	.00	31,000.00	2,492.98	.00	2,492.98	28,507.02	8	8	26,468.17
416	Oil & Gas-Heating	45,000.00	.00	45,000.00	8,490.55	1,596.51	10,388.11	33,015.38	27	27	32,034.74
417	Water/Sewer/Taxes	10,000.00	.00	10,000.00	.00	.00	2,243.70	7,756.30	22	22	11,475.34
418	Ins-General Liability	11,000.00	.00	11,000.00	.00	.00	10,860.77	139.23	99	99	9,829.42
422	Repair/Maint-Equipment	5,000.00	.00	5,000.00	.00	.00	279.99	4,720.01	6	6	1,801.09
423	Telephone	2,000.00	.00	2,000.00	48.18	.00	172.74	1,827.26	9	9	688.25
424	Postage	250.00	.00	250.00	.00	.00	.00	250.00	0	0	195.67
426	Subscriptions	650.00	.00	650.00	.00	.00	.00	650.00	0	0	474.00
427	Memberships & Dues	1,500.00	.00	1,500.00	.00	.00	1,344.00	156.00	90	90	1,344.00
428	Data Processing & Internet Fees	3,000.00	.00	3,000.00	.00	.00	307.93	2,692.07	10	10	3,638.44
434	Allowances	22,800.00	.00	22,800.00	1,100.00	.00	2,200.00	20,600.00	10	10	14,750.00
435	Medical Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	0	195.00

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General											
Department 6030 - Countryside Adult Home											
	EXPENSE										
	<i>Contractual Expense</i>										
436	Advertising Fees	500.00	.00	500.00	.00	.00	.00	.00	500.00	0	460.00
437	Consulting Fees	2,000.00	.00	2,000.00	.00	.00	.00	.00	2,000.00	0	.00
439	Misc Fees & Expenses	1,500.00	.00	1,500.00	.00	.00	101.75	1,398.25	1,398.25	7	1,032.25
441	Auto-Supplies & Repair	3,000.00	3,313.81	6,313.81	.00	3,313.81	21.70	2,978.30	2,978.30	53	7,602.41
442	Automotive - Gas & Oil	2,500.00	.00	2,500.00	.00	.00	.00	.00	2,500.00	0	3,991.89
444	Travel/Education/Conference	1,500.00	.00	1,500.00	.00	.00	.00	.00	1,500.00	0	1,666.27
445	Foods	225,000.00	.00	225,000.00	13,580.82	32,016.61	24,483.39	168,500.00	168,500.00	25	168,454.98
451	Medical Supply Expense	5,500.00	.00	5,500.00	.00	500.00	.00	5,000.00	5,000.00	9	2,678.73
453	Uniforms & Clothing	200.00	.00	200.00	.00	.00	.00	.00	200.00	0	7,136.15
470	Contract	45,000.00	.00	45,000.00	488.47	8,744.03	2,036.09	34,219.88	34,219.88	24	30,289.16
	<i>Contractual Expense Totals</i>	\$482,400.00	\$16,807.31	\$499,207.31	\$30,147.14	\$62,089.54	\$62,036.34	\$375,081.43	\$375,081.43	25%	\$380,131.09
	<i>Employee Benefits</i>										
810	Retirement	139,150.00	.00	139,150.00	9,192.32	.00	18,811.83	120,338.17	120,338.17	14	107,804.45
830	Social Security	83,904.00	.00	83,904.00	5,797.32	.00	12,147.80	71,756.20	71,756.20	14	67,724.62
831	Medicare Contribution	19,619.00	.00	19,619.00	1,355.81	.00	2,840.97	16,778.03	16,778.03	14	15,838.83
860	Hospitalization	184,198.00	.00	184,198.00	12,130.08	.00	30,325.20	153,872.80	153,872.80	16	163,445.23
865	Dental Insurance	3,504.00	.00	3,504.00	232.72	.00	581.80	2,922.20	2,922.20	17	3,133.42
	<i>Employee Benefits Totals</i>	\$430,375.00	\$0.00	\$430,375.00	\$28,708.25	\$0.00	\$64,707.60	\$365,667.40	\$365,667.40	15%	\$357,946.55
	<i>Other Benefits</i>										
840	Workmen's Compensation	23,688.00	.00	23,688.00	.00	.00	23,688.00	.00	.00	100	19,254.00
850	Unemployment Insurance	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	9,000.00	0	.00
855	Disability	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	1,500.00	0	(269.33)
861	Retirees Hospitalization	102,740.00	.00	102,740.00	.00	.00	8,366.28	94,373.72	94,373.72	8	100,615.08
862	Health Insurance Cost Reimbursement	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	2,250.00	0	750.00
	<i>Other Benefits Totals</i>	\$139,178.00	\$0.00	\$139,178.00	\$0.00	\$0.00	\$32,054.28	\$107,123.72	\$107,123.72	23%	\$120,349.75
	EXPENSE TOTALS	\$2,515,670.00	\$30,023.85	\$2,545,693.85	\$156,732.87	\$62,089.54	\$374,615.90	\$2,108,988.41	\$2,108,988.41	17%	\$2,054,472.98
Department 6030 - Countryside Adult Home Totals											
Department 6050 - Public Facil. For Children											
	EXPENSE										
	<i>Contractual Expense</i>										
469	Other Payments/Contributions	43,556.00	.00	43,556.00	.00	.00	.00	43,556.00	43,556.00	0	126,856.58
	<i>Contractual Expense Totals</i>	\$43,556.00	\$0.00	\$43,556.00	\$0.00	\$0.00	\$0.00	\$43,556.00	\$43,556.00	0%	\$126,856.58
	EXPENSE TOTALS	\$43,556.00	\$0.00	\$43,556.00	\$0.00	\$0.00	\$0.00	\$43,556.00	\$43,556.00	0%	\$126,856.58
Department 6050 - Public Facil. For Children Totals											
	EXPENSE TOTALS	\$43,556.00	\$0.00	\$43,556.00	\$0.00	\$0.00	\$0.00	\$43,556.00	\$43,556.00	0%	(\$126,856.58)

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Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
470	Department 6055 - Daycare									
	EXPENSE									
	Contractual Expense									
	Contract	1,082,811.00	.00	1,082,811.00	64,774.59	.00	64,774.59	1,018,036.41	6%	781,655.96
	<i>Contractual Expense Totals</i>	\$1,082,811.00	\$0.00	\$1,082,811.00	\$64,774.59	\$0.00	\$64,774.59	\$1,018,036.41	6%	\$781,655.96
	EXPENSE TOTALS	\$1,082,811.00	\$0.00	\$1,082,811.00	\$64,774.59	\$0.00	\$64,774.59	\$1,018,036.41	6%	\$781,655.96
	Department 6055 - Daycare Totals	(\$1,082,811.00)	\$0.00	(\$1,082,811.00)	(\$64,774.59)	\$0.00	(\$64,774.59)	(\$1,018,036.41)	6%	(\$781,655.96)
	Department 6070 - Services for Recipients									
	EXPENSE									
	Contractual Expense									
	Contract	250,000.00	.00	250,000.00	21,245.72	.00	23,722.28	226,277.72	9%	321,017.69
	<i>Contractual Expense Totals</i>	\$250,000.00	\$0.00	\$250,000.00	\$21,245.72	\$0.00	\$23,722.28	\$226,277.72	9%	\$321,017.69
	EXPENSE TOTALS	\$250,000.00	\$0.00	\$250,000.00	\$21,245.72	\$0.00	\$23,722.28	\$226,277.72	9%	\$321,017.69
	Department 6070 - Services for Recipients Totals	(\$250,000.00)	\$0.00	(\$250,000.00)	(\$21,245.72)	\$0.00	(\$23,722.28)	(\$226,277.72)	9%	(\$321,017.69)
	Department 6100 - Medicaid									
	EXPENSE									
	Contractual Expense									
	Contract	11,245,936.00	.00	11,245,936.00	773,556.00	.00	1,740,501.00	9,505,435.00	15%	10,199,189.00
	<i>Contractual Expense Totals</i>	\$11,245,936.00	\$0.00	\$11,245,936.00	\$773,556.00	\$0.00	\$1,740,501.00	\$9,505,435.00	15%	\$10,199,189.00
	EXPENSE TOTALS	\$11,245,936.00	\$0.00	\$11,245,936.00	\$773,556.00	\$0.00	\$1,740,501.00	\$9,505,435.00	15%	\$10,199,189.00
	Department 6100 - Medicaid Totals	(\$11,245,936.00)	\$0.00	(\$11,245,936.00)	(\$773,556.00)	\$0.00	(\$1,740,501.00)	(\$9,505,435.00)	15%	(\$10,199,189.00)
	Department 6101 - Medical Assistance									
	EXPENSE									
	Contractual Expense									
	Contract	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0%	163.08
	<i>Contractual Expense Totals</i>	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$163.08
	EXPENSE TOTALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$163.08
	Department 6101 - Medical Assistance Totals	(\$1,000.00)	\$0.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0%	(\$163.08)
	Department 6109 - Aid To Dependent Children									
	EXPENSE									
	Contractual Expense									
	Contract	1,925,000.00	.00	1,925,000.00	207,669.06	.00	263,760.25	1,661,239.75	14%	2,872,972.48
	<i>Contractual Expense Totals</i>	\$1,925,000.00	\$0.00	\$1,925,000.00	\$207,669.06	\$0.00	\$263,760.25	\$1,661,239.75	14%	\$2,872,972.48
	EXPENSE TOTALS	\$1,925,000.00	\$0.00	\$1,925,000.00	\$207,669.06	\$0.00	\$263,760.25	\$1,661,239.75	14%	\$2,872,972.48
	Department 6109 - Aid To Dependent Children Totals	(\$1,925,000.00)	\$0.00	(\$1,925,000.00)	(\$207,669.06)	\$0.00	(\$263,760.25)	(\$1,661,239.75)	14%	(\$2,872,972.48)
	Department 6119 - Child Care									
	EXPENSE									
	Contractual Expense									
	Contract	5,150,000.00	.00	5,150,000.00	477,939.69	.00	477,979.69	4,672,020.31	9%	5,743,259.43

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Account Fund	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General										
Department 6119 - Child Care										
EXPENSE										
Contractual Expense										
470	Contract	5,000.00	.00	5,000.00	3.42	.00	3.42	4,996.58	0	971.28
<i>Contractual Expense Totals</i>										
		\$5,000.00	\$0.00	\$5,000.00	\$3.42	\$0.00	\$3.42	\$4,996.58	0%	\$971.28
EXPENSE TOTALS										
Department 6119 - Child Care										
		\$5,150,000.00	\$0.00	\$5,150,000.00	\$477,939.69	\$0.00	\$477,979.69	\$4,672,020.31	9%	\$5,743,259.43
		\$5,150,000.00	\$0.00	\$5,150,000.00	\$477,939.69	\$0.00	\$477,979.69	\$4,672,020.31	9%	\$5,743,259.43
		(\$5,150,000.00)	\$0.00	(\$5,150,000.00)	(\$477,939.69)	\$0.00	(\$477,979.69)	(\$4,672,020.31)	9%	(\$5,743,259.43)
Department 6123 - Juvenile Delinquent Care										
EXPENSE										
Contractual Expense										
470	Contract	5,000.00	.00	5,000.00	3.42	.00	3.42	4,996.58	0	971.28
<i>Contractual Expense Totals</i>										
		\$5,000.00	\$0.00	\$5,000.00	\$3.42	\$0.00	\$3.42	\$4,996.58	0%	\$971.28
EXPENSE TOTALS										
Department 6123 - Juvenile Delinquent Care										
		\$5,000.00	\$0.00	\$5,000.00	\$3.42	\$0.00	\$3.42	\$4,996.58	0%	\$971.28
		(\$5,000.00)	\$0.00	(\$5,000.00)	(\$3.42)	\$0.00	(\$3.42)	(\$4,996.58)	0%	(\$971.28)
Department 6129 - State Training School										
EXPENSE										
Contractual Expense										
470	Contract	350,000.00	.00	350,000.00	.00	.00	.00	350,000.00	0	.00
<i>Contractual Expense Totals</i>										
		\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%	\$0.00
EXPENSE TOTALS										
Department 6129 - State Training School										
		\$350,000.00	\$0.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%	\$0.00
		(\$350,000.00)	\$0.00	(\$350,000.00)	\$0.00	\$0.00	\$0.00	(\$350,000.00)	0%	\$0.00
Department 6140 - Home Relief										
EXPENSE										
Contractual Expense										
470	Contract	1,500,000.00	.00	1,500,000.00	88,684.07	.00	131,275.37	1,368,724.63	9	1,321,570.68
<i>Contractual Expense Totals</i>										
		\$1,500,000.00	\$0.00	\$1,500,000.00	\$88,684.07	\$0.00	\$131,275.37	\$1,368,724.63	9%	\$1,321,570.68
EXPENSE TOTALS										
Department 6140 - Home Relief										
		\$1,500,000.00	\$0.00	\$1,500,000.00	\$88,684.07	\$0.00	\$131,275.37	\$1,368,724.63	9%	\$1,321,570.68
		(\$1,500,000.00)	\$0.00	(\$1,500,000.00)	(\$88,684.07)	\$0.00	(\$131,275.37)	(\$1,368,724.63)	9%	(\$1,321,570.68)
Department 6141 - Fuel Crisis Assistance										
EXPENSE										
Contractual Expense										
470	Contract	30,000.00	.00	30,000.00	155.00	.00	23,924.99	6,075.01	80	(2,017.82)
<i>Contractual Expense Totals</i>										
		\$30,000.00	\$0.00	\$30,000.00	\$155.00	\$0.00	\$23,924.99	\$6,075.01	80%	(\$2,017.82)
EXPENSE TOTALS										
Department 6141 - Fuel Crisis Assistance										
		\$30,000.00	\$0.00	\$30,000.00	\$155.00	\$0.00	\$23,924.99	\$6,075.01	80%	(\$2,017.82)
		(\$30,000.00)	\$0.00	(\$30,000.00)	(\$155.00)	\$0.00	(\$23,924.99)	(\$6,075.01)	80%	\$2,017.82
Department 6142 - Emergency Aid For Adults										
EXPENSE										
Contractual Expense										
470	Contract	20,000.00	.00	20,000.00	875.00	.00	875.00	19,125.00	4	9,494.94
<i>Contractual Expense Totals</i>										
		\$20,000.00	\$0.00	\$20,000.00	\$875.00	\$0.00	\$875.00	\$19,125.00	4%	\$9,494.94
EXPENSE TOTALS										
		\$20,000.00	\$0.00	\$20,000.00	\$875.00	\$0.00	\$875.00	\$19,125.00	4%	\$9,494.94

Expense Budget Performance Report

Fiscal Year to Date 02/28/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund A - General	Department 6142 - Emergency Aid For Adults	(\$20,000.00)	\$0.00	(\$20,000.00)	(\$875.00)	\$0.00	(\$875.00)	(\$19,125.00)	4%	(\$9,494.94)
	Department 7311 - Youth Bureau									
	EXPENSE									
861	Other Benefits									
	Retirees Hospitalization	7,788.00	.00	7,788.00	.00	.00	648.99	7,139.01	8	7,561.08
	Other Benefits Totals	\$7,788.00	\$0.00	\$7,788.00	\$0.00	\$0.00	\$648.99	\$7,139.01	8%	\$7,561.08
	EXPENSE TOTALS	\$7,788.00	\$0.00	\$7,788.00	\$0.00	\$0.00	\$648.99	\$7,139.01	8%	\$7,561.08
	Department 7311 - Youth Bureau Totals	(\$7,788.00)	\$0.00	(\$7,788.00)	\$0.00	\$0.00	(\$648.99)	(\$7,139.01)	8%	(\$7,561.08)
	Department 7312 - Special Delinquency Prev.									
	EXPENSE									
470	Contractual Expense									
	Contract	166,701.00	.00	166,701.00	.00	110,000.00	.00	56,701.00	66	125,202.00
	Contractual Expense Totals	\$166,701.00	\$0.00	\$166,701.00	\$0.00	\$110,000.00	\$0.00	\$56,701.00	66%	\$125,202.00
	EXPENSE TOTALS	\$166,701.00	\$0.00	\$166,701.00	\$0.00	\$110,000.00	\$0.00	\$56,701.00	66%	\$125,202.00
	Department 7312 - Special Delinquency Prev. Totals	(\$166,701.00)	\$0.00	(\$166,701.00)	\$0.00	(\$110,000.00)	\$0.00	(\$56,701.00)	66%	(\$125,202.00)
	Fund A - General Totals	\$37,728,839.00	\$74,240.85	\$37,803,079.85	\$2,582,117.73	\$302,528.95	\$4,937,627.60	\$32,562,923.30		\$35,183,927.69
	Grand Totals	\$37,728,839.00	\$74,240.85	\$37,803,079.85	\$2,582,117.73	\$302,528.95	\$4,937,627.60	\$32,562,923.30		\$35,183,927.69

WARREN COUNTY

Receipts by G/L Distribution Report - Summary

From Date: 01/01/2023 - To Date: 02/28/2023

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					
	01/05/2023	} 152,463	2	\$0.00	\$114,680.00
	01/31/2023		2	\$0.00	\$37,783.00
	02/02/2023	} 2,046,529	1	\$0.00	\$532,284.00
	02/03/2023		2	\$0.00	\$376,770.00
	02/06/2023		1	\$0.00	\$927,486.00
	02/28/2023		4	\$0.00	\$209,989.00
Account Total: State&Federal,Social Services			12	\$0.00	\$2,198,992.00
Fund Total: General				\$0.00	\$2,198,992.00
Grand Total:			12	\$0.00	\$2,198,992.00
2023					
					TOTAL State/Fed
			+		LOCAL
					131,677.39
					TOTAL
					2,330,669.39

Department Total: Child Care			\$0.00	\$2,171.16
Department: 6140 - Home Relief				
Account: 1840 - Repay of Home Relief				
	02/10/2023	1	\$0.00	\$5,192.00
	02/17/2023	1	\$0.00	\$138.00
	02/24/2023	2	\$0.00	\$1,804.38
	02/27/2023	1	\$0.00	\$2,517.44
	02/28/2023	2	\$0.00	\$12,525.57
Account Total: Repay of Home Relief		7	\$0.00	\$22,177.39
Department Total: Home Relief			\$0.00	\$22,177.39
Fund Total: General			\$0.00	\$131,677.39
Grand Total:		20	\$0.00	\$131,677.39

Jan 5,217.10
 Feb 126,460.29

