

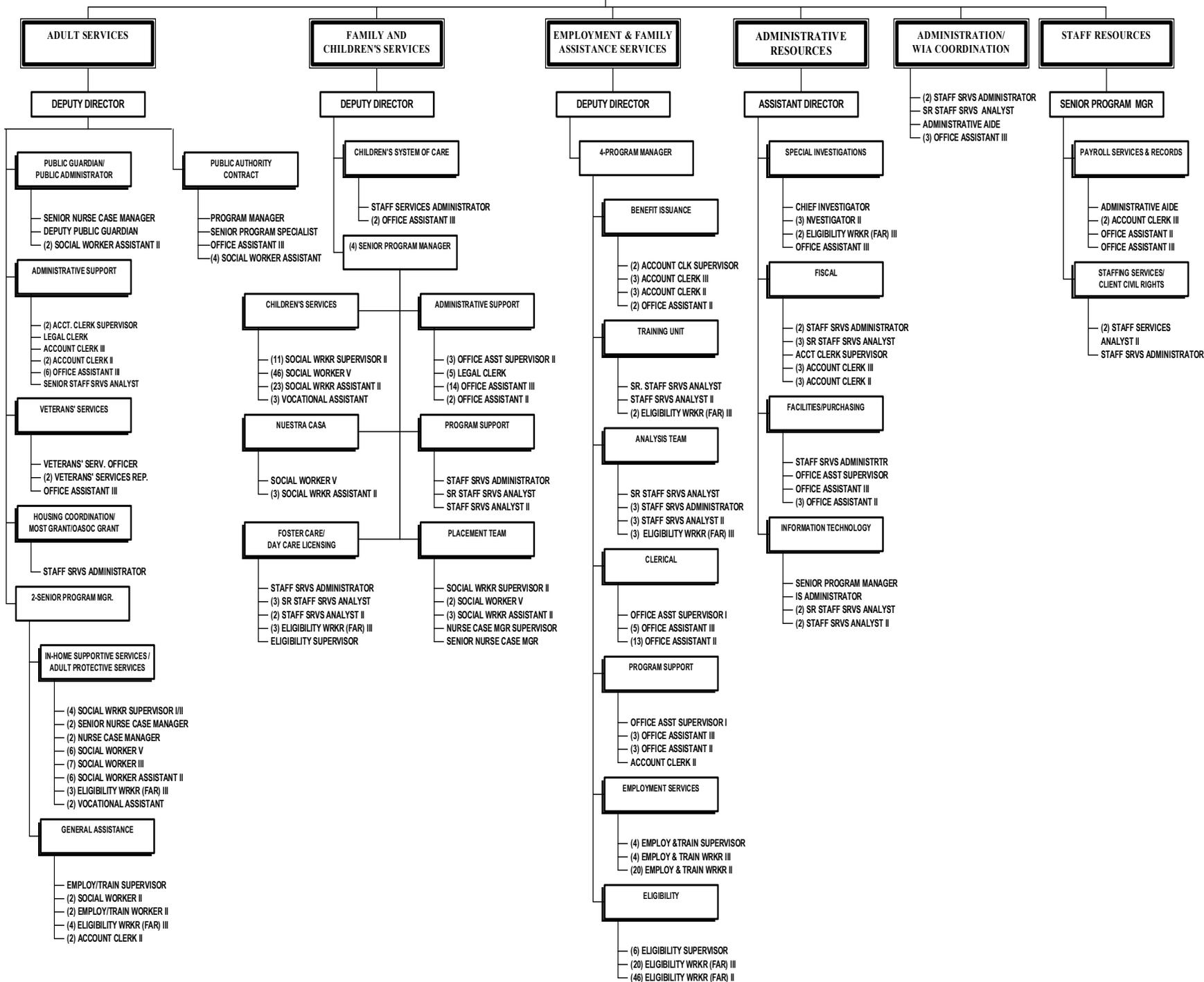
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SOCIAL SERVICES DIRECTOR

Alison Glassey



5010 – SOCIAL SERVICES
Alison Glassey, Director

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MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

The overall mission of the Social Services Department is:

- ❖ To strengthen and empower individuals and families to maximize personal and financial self-sufficiency;
- ❖ To deliver services in a respectful, effective and efficient manner;
- ❖ To develop, support and empower staff, individually and in teams, to be professional, competent and highly skilled;
- ❖ To promote and maintain effective and productive relationships within the Department and with our communities, other agencies, voluntary organizations and the business sector.

The Mendocino County Department of Social Services provides a wide range of mandated services to meet human needs:

- ❖ Financial Assistance
- ❖ Employment Services
- ❖ Family and Children's Services
- ❖ Adult and Long Term Care Services

All of the ongoing services provided by the Department are mandated by Federal and/or State laws. Federal and State codes and regulations set the eligibility criteria and the activities of each program. Funding allocations from the State set the levels of service and the staffing in each program.

Financial Assistance programs are regulated in great detail by the Federal and State governments, including the forms used. Service standards for Adult Services and Children's Services are outlined in regulations. The Juvenile Court plays a major role in determining the type and level of services provided to children and their families.

Most of these programs are considered entitlements, which means that anyone who meets the eligibility criteria is entitled to benefits or services. As the County population increases, the number of eligible people and the number of people needing services has been increasing. Social Services programs are also affected by economic conditions and by critical social issues, such as substance abuse and broken families.

The Federal and State governments provide most of the funding for these mandated programs. Funding increases each year in proportion to the caseloads, or when additional activities are required. The Social Services overall administrative operations budget is 89% Federal and State funds, 6% Realignment (sales tax) funds, and 5% County general funds.

The Social Services Department is organized into five divisions. Three program divisions bring together allied services:

- ❖ Employment and Family Assistance Services
- ❖ Family and Children's Services
- ❖ Adult and Long Term Care Services

Two functional divisions focus efforts on staff resources and fiscal/physical resources:

- ❖ Staff Resources (Payroll, Personnel, Training, Client Civil Rights)
- ❖ Administrative Services (Budget, Fiscal, Contracts, Facilities, Central Services, Closed Files, Information Technology)

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Listed below are the different services provided in each of the major program areas within the Department of Social Services. All are mandated.

- ❖ Financial Assistance Services
 - ~ CalWORKs/TANF (Temporary Assistance to Needy Families)[formerly AFDC]
 - ~ Medi-Cal - Linked to AFDC or SSI
 - ~ Medi-Cal - Medically Needy Only
 - ~ CMSP (County Medical Services Program)
 - ~ Food Stamps
 - ~ Referral to and coordination with Healthy Families program
 - ~ Fraud Investigation
- ❖ Employment Services
 - ~ CalWORKs/Job Alliance [formerly GAIN]
 - ~ Work Experience Placements
 - ~ Workforce Investment Act (WIA) Services
 - ~ Food Stamp Employment and Training program
 - ~ Cal-Learn (for CalWORKs teen parents)
 - ~ Transitional MediCal (TMC)
 - ~ Stage I Child Care
- ❖ Family and Children's Services
 - ~ Emergency Response - Child Protective Services (CPS, 24 hour)
 - ~ Family Maintenance (in-home services)
 - ~ Family Preservation (intensive in-home services)
 - ~ Family Reunification (children in foster or group care)
 - ~ Permanent Placement (long term foster care, adoptions)
 - ~ Non-related Legal Guardianships
 - ~ Step-Parent Adoptions
 - ~ Foster Care Licensing
 - ~ Day Care Licensing
 - ~ Foster Care Payments (for Social Services and Probation placements)
 - ~ Independent Living Skills (for teens in foster care)
 - ~ Foster Care Public Health Nursing
 - ~ F.A.S.T. Track (Families And Schools Together - school-based FM)
 - ~ Nuestra Casa (Latino youth substance abuse prevention services)
 - ~ Family Center (a place for parenting and support groups, child care)
 - ~ Willits Family Resource Center
 - ~ Family Resource Center in Laytonville, Fort Bragg, Boonville, Point Arena (contracts)
 - ~ Emergency Shelter Homes System
- ❖ Adult and Long Term Care Services
 - ~ Information and Referral
 - ~ Adult Protective Services (APS, 24 hour)
 - ~ Adult Nursing Services
 - ~ Out-of-Home Placement for Adults
 - ~ In-Home Supportive Services (IHSS - personal care and housekeeping for elderly and disabled, SSI-eligible and income-eligible)
 - ~ IHSS Support Services (assistance to clients in supervising providers)
 - ~ Public Authority/IHSS Employer of Record
 - ~ General Assistance (GA)
 - ~ Employment Services for GA clients
 - ~ SSI Advocacy for the disabled
 - ~ Indigent Cremations

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- ~ Public Guardian/Conservator (for LPS/Mental Health and Probate conservatorships)
- ~ Case Management for LPS Conservatees
- ~ Public Administrator
- ❖ Veterans Services
 - ~ Development of claims for: compensation, pensions, education, insurance, medical and dental care, work-study, vocational training, home loans, death benefits
 - ~ Counseling and Support Groups.

MAJOR ACCOMPLISHMENTS:

- ❖ Completed the development of 2004-07 MCDSS Action Plan (MAP).
- ❖ Implemented performance feedback process throughout the Department.
- ❖ Relocated Adult and Children's Services to the new Willits Services Center.
- ❖ Reduced facility costs by consolidating Veterans Services at the Yokayo Facility and consolidating the Employment Services One-Stop at the Willits Services Center
- ❖ Completed implementation of the Public Authority and the MOU with the IHSS Providers Union.
- ❖ Transferred employment services into General Assistance program for enhanced coordination.
- ❖ Supported the operation of the Winter Shelter and the construction of the Permanent Shelter.
- ❖ Implemented Electronic Benefit Transfer System.
- ❖ Implemented Quarterly Reporting/Prospective Budgeting for CalWORKs and Food Stamps.
- ❖ Conducted recertification process for all Medi-Cal cases.
- ❖ Implemented pilot integrating employment services and eligibility in CalWORKs.
- ❖ Implemented program linking CalWORKs and Children's Services casework.
- ❖ Initiated Drug Endangered Child Social Worker Program.
- ❖ Initiated Family Connections partnership to serve young children and their families in Willits.
- ❖ Completed Self-Assessment process in Children's Services in compliance with AB 636, in collaboration with Policy Council on Children and Youth
- ❖ Provided coordination and technical assistance to network of Family Resource Centers.
- ❖ In cooperation with the Sheriff's Department and General Services, secured law enforcement radios for staff security and emergency services on the South Coast.
- ❖ Upgraded the Department's Information Technology network.
- ❖ Published quarterly Department newsletter for staff information and support.
- ❖ Maintained Staff Site Councils in all three geographic areas to address infrastructure and safety.
- ❖ Achieved staffing targets for remaining within budget through attrition.

GOALS AND OBJECTIVES:

- ❖ Begin implementation of 2004-2007 MCDSS Action Plan (MAP).
- ❖ Sustain operations at the funded staffing level.
- ❖ Focus on refining systems for quality improvement and ethics within Department.

MAJOR POLICY CONSIDERATIONS:

The major policy consideration is sustaining high quality, customer-oriented services and support for staff in the face of flat, or declining, revenues.

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MAJOR BUDGET FLUCTUATIONS FROM PRIOR YEAR:

SALARIES & BENEFITS:

- 1011 - Due to budget constraints, budgeted an 11.2% salary savings and a 14.75% vacancy rate on a base of 420 regular employees.
- 1012 - Increased Extra Help funding to reflect actual experience in Fiscal Year 2003-04.
- 1031 - Increased Unemployment Insurance costs by 32.08% per Risk Management estimates.
- 1033 - Increased Workers Compensation costs by 17.98% per Risk Management estimates.

SERVICES & SUPPLIES:

- 2201 - Insurance General. Increase of 13.7 % to reflect Risk Management estimates.
- 2182 - Reduced Data Processing funding by 12.04% to reflect reduced contracted services
- 2187 - Education & Training. Reduction of 24.09% reflects cut necessary to meet reduction in General Fund contribution.
- 2188 - Reduced Printing expenditures by 13.79% to reflect actual experience in Fiscal Year 2003-04.
- 2189 - Professional and Special Services. Increased funding by \$15,000 to restore reduction in Fiscal Year 2003-04.
- 2190 - Public & Legal Notices. Increased funding by \$60,000 to reflect actual experience in Fiscal Year 2003-04.
- 2210 - Rents and Leases – Buildings. A decrease of 23.15% reflects relocation of Veterans Services from Gobbi Street to Yokayo facility and consolidation of Social Services facilities, including Willits One-Stop Employment Services Center, at WISC.

OTHER CHARGES:

- 3115 - Service Connected Expense. Reduction of 18.51% reflects HUD Housing funds no longer shown in this line item, but reflected in Budget Units 0433 and 0475.
- 3131 - Family Preservation Support Program. Increase of 17.51% reflects increased Federal funding.
- 3132 - Funding reduced by 100% to reflect end of MOST grant.

TRANSFER & REIMBURSEMENTS:

- 5802 - Operating Transfers Out. Decrease of 19.66% reflects pay off of Yokayo South Facility debt service.

REVENUES:

- 4200 - Rents and Concessions. Increase of 50% reflects actual revenue projections for Fiscal Year 2004-05.
- 5150 - VFL Realignment. Increased by 100% as previously included in 5343, Realignment Public Assistance.
- 5510 - Federal Welfare Administration. Reduction of 18.1% due to shift of some funding sources to 5520, Federal Health Related Funds.
- 5529 - Federal Health Related Funds. Increase of 17.1% due to shift of some funding from 5510, Federal Welfare Administration.
- 7700 - Other Revenue. Decrease of 66.2% reflects end of California Endowment Grant and other grant reductions.

CONTINGENCY PLAN:

If Mandatory Time Off (MTO) is not available as a budget balance strategy, the Department will need to reduce by a minimum of ten (10) positions through attrition in all programs. This is in addition to the already anticipated attrition of 16 positions due to cuts in State funding and the impact of absorbing all

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inflationary costs, including the increased costs of insurance and workers' compensation. The attrition of 26 positions will lead to significantly higher caseload levels and extended time frames for processing casework.

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

Initially, the Proposed Budget was developed assuming, at the discretion of the Department Head, the availability of ten (10) days Mandatory Time Off (MTO) as a balancing strategy. However, due to the need to ensure the ability to implement budget balancing strategies in a timely fashion and the continuing uncertainty regarding the availability of MTO as a budget balancing tool, the Proposed Budget was ultimately revised to reflect alternative strategies to the use of MTO. As such, the Contingency Plan as described will be implemented unless revised by the Board of Supervisors, after public comment, during the Final Budget deliberations in August.

The Department of Social Services has historically utilized reorganization, attrition and a vacancy factor to manage its budget. This year the department was able to continue this same philosophy to avoid the need for layoffs or furloughs, thereby minimizing service impacts. At the present time, the Department has 420 allocated positions. The Department is proposing to provide services at a reduce level of approximately 368 funded positions through salary savings and attrition.

While the County Administrative Office would like to acknowledge and thank this Department for its planning efforts over the past few years which has helped to minimize the impacts to County constituents in the current fiscally difficult times, it should be noted that the Department has expressed concern that while the service delivery system remains intact, services and/or programs may be impacted by the proposed reduction in force.

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Social Services.

AUTHORIZED POSITIONS:

	Funded 2003-2004	Funded 2004-2005
TOTAL:	376*	366

**correction*

COUNTY ADMINISTRATIVE OFFICE NOTES:

SALARIES & BENEFITS

Acct. 1011 Provides for 420 allocated positions with 366 funded (through attrition and salary savings). Estimated Vacancy Factor: 12%

SERVICES & SUPPLIES

Acct. 2189 Provides for grant writing and program evaluation contracts.

Acct. 2239 Provides funding for CAO liaison services (\$35,000) and Family Center supplies.

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OTHER CHARGES

Acct. 3115

Provides for cost of services to foster children toward the goal of keeping them at home rather than in an out-of-county placement.

FIXED ASSETS

Acct. 4360

Provides funding for move to Willits Integrated Service Center (WISC).

Acct. 4370

Provides funding for Network switch and router software and hardware upgrades, twenty computer monitors, twenty UPS battery backups, IT development and diagnostic software, software licenses.

REVENUES

Acct. 5343

Provides for Social Services Realignment revenues.

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STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 5 PUBLIC ASSISTANCE
ACTIVITY: 501 PUBLIC ASSISTANCE - ADMINISTRA

BUDGET UNIT: 5010 SOCIAL SERVICES
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SALARIES & EMPLOYEE BENEFITS							
861011 REGULAR EMPLOYEES	15,439,612	13,838,035	14,733,770	13,730,631	14,332,461	14,455,054	14,455,054
861012 EXTRA HELP	95,000	93,453	52,900	85,656	121,496	121,496	121,496
861013 OVERTIME REG EMP	312,000	184,999	175,000	424,664	240,000	240,000	240,000
861021 CO CONT TO RETIREMENT	1,733,937	1,625,591	1,885,114	1,834,075	1,921,029	1,936,643	1,936,643
861022 CO CONT TO OASDI	950,088	836,671	915,173	845,620	888,613	896,181	896,181
861023 CO CONT TO OASDI-MEDIC	222,879	197,364	210,901	199,263	207,821	209,594	209,594
861024 CO CONT TO RET INCREMENT	845,918	794,039	934,302	905,994	952,126	959,865	959,865
861030 CO CONT TO EMPLOYEE INSUR	1,749,066	2,450,874	1,813,851	1,734,264	1,866,502	1,941,886	1,941,886
861031 CO CONT UNEMPLOYMENT INSU	0	0	51,043	51,051	67,416	147,760	147,760
861035 CO CONT WORKERS COMPENSAT	655,551	648,136	988,187	988,251	1,165,858	1,141,628	1,141,628
TOTAL SALARIES & EMPLOYEE BENEFITS	22,004,051	20,669,162	21,760,241	20,799,469	21,763,322	22,050,107	22,050,107
SERVICES & SUPPLIES							
862060 COMMUNICATIONS	256,584	197,607	200,000	188,297	200,000	200,000	200,000
862090 HOUSEHOLD EXPENSE	314,165	296,960	314,165	317,018	320,665	320,665	320,665
862101 INSURANCE-GENERAL	77,105	83,720	116,491	108,826	132,447	109,394	109,394
862110 JURY & WITNESS EXPENS	1,000	-150	1,000	96	1,000	1,000	1,000
862120 MAINTENANCE-EQUIPMENT	58,528	55,545	75,000	78,780	75,000	75,000	75,000
862130 MAINT-STRC IMPR & GRN	143,688	139,406	143,688	142,879	143,688	143,688	143,688
862150 MEMBERSHIPS	9,750	14,595	9,750	16,889	9,750	9,750	9,750
862170 OFFICE EXPENSE	463,169	355,265	400,000	371,048	400,000	400,000	400,000
862171 PAPER SUPPLIES	30,000	34,464	40,000	73,868	44,000	44,000	44,000
862172 OFFICE EXPENSE-FEDEX/UPS	20,000	14,709	17,000	12,956	17,000	17,000	17,000
862181 AUDITING & FISCAL SVC	15,016	10,810	15,016	10,520	15,016	15,016	15,016
862182 DATA PROCESSING SERVICES	221,689	197,216	216,000	131,510	190,000	190,000	190,000
862183 LEGAL FEES	1,000	1,249	1,000	4,706	1,000	1,000	1,000
862185 MEDICAL & DENTAL SVCS	2,000	1,111	2,000	1,478	2,000	2,000	2,000
862186 INDIGENT BURIAL	0	125	0	213	0	0	0
862187 EDUCATION & TRAINING	93,954	34,168	50,867	35,506	50,000	50,000	50,000
862188 PRINTING	148,819	109,688	145,000	105,327	125,000	125,000	125,000
862189 PROF & SPEC SVCS-OTHR	51,396	42,428	25,000	56,048	40,000	40,000	40,000
862190 PUBL & LEGAL NOTICES	66,712	75,562	20,000	97,979	80,000	80,000	80,000
862200 RNTS & LEASES-EQPMNT	16,421	32,725	35,000	26,698	35,000	35,000	35,000
862210 RNTS & LEASES BLD GRD	710,573	685,511	563,507	593,188	433,066	433,066	433,066
862239 SPEC DEPT EXP	904,196	882,284	44,926	49,321	44,926	44,926	44,926
862250 TRNSPRATION & TRAVEL	140,619	111,483	135,619	106,263	141,619	141,619	141,619
862253 TRAVEL & TRSP OUT OF COUN	179,695	180,218	196,719	180,766	196,719	196,719	196,719
862260 UTILITIES	251,638	191,994	230,055	202,816	236,404	236,404	236,404
TOTAL SERVICES & SUPPLIES	4,177,717	3,748,693	2,997,803	2,912,996	2,934,300	2,911,247	2,911,247
OTHER CHARGES							
863112 PYMNTS TO PRIVAT INST	0	358,985	0	883,930	736,679	736,679	736,679
863115 SERVICE CONNECTED EXPENSE	1,892,843	1,228,491	2,487,354	1,252,156	1,290,162	1,290,162	1,290,162
863116 CHILD CARE SERVICES-MOE	1,004,490	500,663	681,240	477,400	683,698	683,698	683,698
863120 SPEC CIRCUMSTANCES	19,417	0	0	0	0	0	0
863121 INDEPENDENT LIVING SKILLS	49,750	53,818	49,750	30,782	49,750	49,750	49,750
863126 CAL-LEARN PROG SVCS	10,000	12,938	10,000	8,345	10,000	10,000	10,000
863131 FAMILY PRESERVATION	251,019	195,727	240,321	265,439	282,390	282,390	282,390
863132 FAMILY TRACK	184,212	247,292	298,877	94,816	0	0	0
863133 OFFICE OF EDUCATION CONTR	685,032	429,197	685,032	392,044	642,534	642,534	642,534
863135 JOB ALLIANCE PROGRAM SERV	456,841	360,090	406,841	269,747	406,841	406,841	406,841
863138 WELFARE TO WORK 15%	307,400	262,589	703,397	362,256	644,808	644,808	644,808
863140 IHSS-PA	0	1,680	0	23,168	44,000	44,000	44,000
TOTAL OTHER CHARGES	4,861,004	3,651,470	5,562,812	4,060,083	4,790,862	4,790,862	4,790,862
FIXED ASSETS							
864360 STRUCTURS & IMPRVMENTS	45,000	10,323	45,000	18,554	45,000	45,000	45,000
864370 EQUIPMENT	178,000	120,848	50,000	80,826	80,000	80,000	80,000
TOTAL FIXED ASSETS	223,000	131,171	95,000	99,380	125,000	125,000	125,000

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Alison Glassey, Director

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	-464,471	-68,940	-1,402,547	-1,267,815	-1,359,448	-1,359,448	-1,359,448
865802 OPERATING TRANSFER OUT	408,956	389,516	456,334	462,592	366,611	380,923	380,923
TOTAL EXPEND TRANSFER AND REIMB	-55,515	320,576	-946,213	-805,223	-992,837	-978,525	-978,525
TOTAL NET APPROPRIATIONS	31,210,257	28,521,072	29,469,643	27,066,705	28,620,647	28,898,691	28,898,691
LESS: REVENUES							
824200 RENTS & CONCESSIONS	5,442	3,475	3,000	4,065	4,500	4,500	4,500
825150 MOTOR VEHICLE IN LIEU	0	278,655	0	258,309	232,438	232,438	232,438
825210 STATE WELFARE ADMINISTRAT	7,767,735	7,957,479	6,846,284	7,425,213	7,116,456	7,138,756	7,138,756
825343 REALIGNMENT PUBLIC ASSIST	2,494,428	1,763,794	1,667,530	2,163,514	1,761,297	2,401,290	2,021,290
825470 STATE AID FOR VETERANS AF	42,000	-70,414	62,000	55,007	48,000	48,000	48,000
825510 FEDERAL WELFARE ADMINISTR	13,570,913	9,233,039	13,043,607	9,328,377	11,041,181	11,012,233	11,012,233
825520 HEALTH RELATED FUNDS	4,666,987	7,289,457	4,778,503	7,285,346	5,765,378	5,777,762	5,777,762
825670 FEDERAL OTHER REVENUE	31,428	0	0	0	0	0	0
826230 ESTATE FEE-PUBLIC ADM	60,000	42,000	60,000	55,600	60,000	60,000	60,000
826391 CONSERVATOR SERV FEE	72,000	74,000	72,000	77,000	72,000	72,000	72,000
827400 PRIOR YEAR REVENUE	0	2,512	0	0	0	0	0
827700 OTHER	1,098,394	445,524	507,191	655,524	171,468	171,468	171,468
827704 GENERAL RELIEF REFUND	0	327	0	168	0	0	0
TOTAL REVENUES	29,809,327	27,019,848	27,040,115	27,308,123	26,272,718	26,918,447	26,538,447
TOTAL NET COUNTY COST	1,400,930	1,501,224	2,429,528	-241,418	2,347,929	1,980,244	2,360,244

0413 – WORKFORCE INVESTMENT ACT
Alison Glassey, Social Services Director

GRANT DESCRIPTION:

This grant provides funding for coordinated employment and training programs as required under the Workforce Investment Act of 1998. Under the Act, each designated service delivery area is required to provide Core, Intensive, Training and year-round Youth Services out of One-Stop Career Centers. The Workforce Investment Act program is a joint project of the Board of Supervisors and the Mendocino County Workforce Investment Board. Responsibility for the Workforce Investment Act administration rests with the Department of Social Services.

GRANT INCEPTION DATE: July 1, 2000

CURRENT GRANT PERIOD: July 1, 2004 to June 30, 2005

SOURCE OF FUNDS: U.S. Department of Labor - Administered by the State of California

CONTINUITY OF GRANT: Ongoing annual allocation. Additional competitive funding is possible

GRANT FUNDING AND BUDGET:

Personnel:	\$.00
Operating Expenses:	221,878.00
Capital Expenditures (<i>Equipment</i>):	.00
Other Costs*:	2,341,437.00
Indirect Costs (<i>A-87 contribution</i>):	<u>5,967.00</u>
TOTAL	<u>\$2,569,282.00</u>

* *One-stop, GP/Kmart Multiclose, YouthPORT, Groundfish Stipends Projects, Nurse Workforce Initiative, North STARRS II Contracts*

COUNTY MATCH REQUIRED: No

COUNTY MATCH AMOUNT: None

INDEPENDENT AUDIT REQUIRED: No

**0433 – SUPPORT HOUSING PROGRAM SEAMLESS TRANSITION
EMPOWERMENT PROGRAM**

Alison Glassey, Social Service Director

GRANT DESCRIPTION: Supportive Housing Program (SHP) Seamless Transition Empowerment Program (STEP) provides two resource centers serving as hubs of service delivery for homeless families and individuals in two regions of the county: Fort Bragg and Ukiah (Ford Street Project Coast Community Center and Ukiah Community Center). Homeless families with children and disabled adults (including those with substance abuse problems) are eligible for the STEP program, which provides case management, life skills training, dual diagnosis treatment groups, substance abuse treatment, housing advocacy and assistance, credit clean-up assistance, help learning soft job skills, and linkages to mainstream providers of treatment and public benefits. The Shelter Plus Care housing voucher program and Ford Street Project's transitional housing are leveraged to STEP, i.e. those who have joined STEP's program of services are eligible for subsidized supportive housing targeting homeless. The goals of the program are to help participants: 1) Obtain and remain in permanent housing; 2) increase skills and/or income; 3) achieve greater self-determination.

GRANT INCEPTION DATE: September 1, 1995

CURRENT GRANT PERIOD: As of May 2004, STEP is in the 9th month of the third year of the third three-year renewal period, (ninth year). On September 1, 2004, STEP will begin year one of an annual renewal period

SOURCE OF FUNDS: U. S. Department of Housing and Urban Development

CONTINUITY OF GRANT: Supportive Housing Program renewal grants are, as of 2003, annual awards, only.

EMPLOYEES (full time equivalent): .29 FTE for Department of Social Services.

GRANT FUNDING AND BUDGET:

Personnel	\$158,003.00	
Operating Expenses:	25,012.00	
Capital Expenditures (Equipment):	00	
Other Costs (Administration):	9,324.00	(\$4,600 for MCDSS)
Indirect Costs:	<u>600.00</u>	
TOTAL	\$192,939.00	

COUNTY MATCH REQUIRED: There is a 20% cash match requirement for the support services category of the budget. MCDSS, Ford Street Project and Ukiah Community Center provided \$114,476 in match (9/03 – 8/04).

COUNTY MATCH AMOUNT: In fiscal year 2004-05: \$34,000 (\$14,000 contracted to Ford Street Project and \$20,000 contracted to Ukiah Community Center for emergency services.)

INDEPENDENT AUDIT REQUIRED: No

**0475 – SUPPORTIVE HOUSING PROGRAM TRANSITIONAL HOUSING
EXPANSION PROGRAM**

Alison Glassey, Social Service Director

GRANT DESCRIPTION: The program provides twelve units of scattered-site transitional housing units for homeless families with children and homeless, disabled individuals participating in the SHP STEP program. The Ford Street Project provides the housing (though master-leasing) and program operations, including property management. There are six units of housing in Fort Bragg and six units in Ukiah.

GRANT INCEPTION DATE: September 1, 1997

May 2004, the SHP Transitional Housing Program is in the 9th month of a one-year renewal period. The program is currently in year seven. The SHP Transitional Program was renewed for one year, beginning September 1, 2004

SOURCE OF FUNDS: U. S. Department of Housing and Urban Development

CONTINUITY OF GRANT: Supportive Housing Program renewal grants are now renewed annually. The new one-year grant period begins September 1, 2004.

EMPLOYEES (full time equivalent): None

GRANT FUNDING AND BUDGET:

Personnel:	\$15,969.00	
Operating Expenses:	4,659.00	
Capital Expenditures (Equipment):	00	
Other Costs: Leasing	102,048.00	
Administration:	5,622.00	(\$4,382 for MCDSS)
Indirect Costs: (A-87 Costs)	<u>511.00</u>	
TOTAL	\$128,809.00	

COUNTY MATCH REQUIRED: There is a 50% cash match requirement for the operations category of the budget. Ford Street Project is providing \$20,628 in match in program year three of the renewal period (9/02 – 8/03).

COUNTY MATCH AMOUNT: No

INDEPENDENT AUDIT REQUIRED: No

5130 – SOCIAL SERVICES ~ CAL WORKS/FOSTER CARE
Alison Glassey, Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

CalWORKs is mandated and primarily funded by the Federal and State governments to provide financial support to children and their families who are unable to support themselves. This budget unit contains the expenditures for direct payments. The Social Services Department administers the CalWORKs program. Program administration is contained in Budget Unit 5010. This budget unit is comprised of five categories of aid:

- ❖ Family Group payments are made to eligible families where there is one parent/caretaker and children.
- ❖ Two Parent Households payments are made to eligible families where there are two parents, one of whom is unemployed or disabled, and children.
- ❖ Foster Care payments are made to licensed foster families or residential facilities where a child has been placed by Social Services/Children's Services or by Probation under Juvenile Court order. This court order is in response to removal of the child from home due to abuse or neglect by the parents or incorrigible behavior of the child.
- ❖ Aid to Adoptive Parents payments are made to families who adopt children with special needs for care.
- ❖ Severely Emotionally Disturbed payments are made to residential treatment facilities where a child is placed for purposes of mental health treatment. These placements are under the supervision of Mental Health and local school districts.

MAJOR ACCOMPLISHMENTS:

PEOPLE SERVED:

- ❖ Number and percent of individuals receiving CalWORKs in Mendocino County/December 2002: 3,594 - 4.1% of the County population
- ❖ Number and percent of individuals receiving CalWORKs in State of California/December 2002: 1,263,334 - 3.6% of the State population
- ❖ Percent of population living below poverty level in Mendocino County/US Census 1999: 15.9%
- ❖ Percent of population living below poverty level in State of California/ US Census 1999: 14.2%
- ❖ Average monthly caseload of foster children, in Social Services and Probation: 381
- ❖ Average monthly caseload of SED children: 21
- ❖ Average monthly caseload of adoption assistance cases: 208

GOALS AND OBJECTIVES:

- ❖ Maximize use of Federal and State funds in all of the programs.

MAJOR POLICY CONSIDERATIONS:

- ❖ CalWORKs cases have increased for the first time in ten years. The 2004-05 projections are for a continuing slight decrease, based on the average cases and payment amounts for the first eight months of 2003-04.
- ❖ The Foster Care caseload has continued to remain stable.
- ❖ The Severely Emotionally Disturbed caseload has continued to remain stable.
- ❖ The Adoption Assistance Program has increased by 5.58% over the past fiscal year. This reflects increased adoption activity. There is a 13.5% County Share of Cost in this program.

5130 – SOCIAL SERVICES ~ CAL WORKS/FOSTER CARE

Alison Glassey, Director

- ❖ This budget unit is threatened with the loss of \$175,000 in child support collection funds due to the Governor's proposal to direct those funds to the State General Fund.
- ❖ Foster Care expenditures are increased in this budget unit by \$180,000 Net County Cost due to the transfer of payment of supplemental Group Home Residential Care fees to Department of Social Services budget from Mental Health.

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

As part of the proposed budget balancing strategy, the County Administrative Office and Auditor-Controller are recommending that, with Board approval after holding a public hearing, \$380,000 from the Public Health Realignment Trust would be transferred to this budget unit to offset significant increases in Foster Care costs.

In addition, upon further evaluation of realignment projections for this Department, the County Administrative Officer's recommended budget includes an increase of \$610,000 in realignment revenues.

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for the Social Services – Cal Works/Forster Care budget. This action included the reallocation of funds from the Public Health Realignment Trust Fund in the amount of approximately \$400,000 to this budget unit to offset significant increases in Foster Care costs. The approximate \$20,000 increase beyond the \$380,000 reflected in the Proposed Budget was based on updated base year realignment data. This direction is contingent upon the Board holding a public hearing and making a determination, after public comment, that this transfer was based on the most cost-effective use of available resources to maximize client outcomes (Welfare and Institutions Code Section 17600.20).

COUNTY ADMINISTRATIVE OFFICE NOTES:

REVENUES

Acct. 5241 State AFDC. Increase of 3.3% reflecting increased cost per case in Foster Care and SED caseloads, increased caseload growth in Adoptions and revised claiming procedures for Wraparound Services funding.

5130 – SOCIAL SERVICES ~ CAL WORKS/FOSTER CARE
Alison Glassey, Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 5 PUBLIC ASSISTANCE
ACTIVITY: 502 PUBLIC ASSISTANCE - AID PROGRA

BUDGET UNIT: 5130 CALWORKS/FOSTER CARE
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
OTHER CHARGES							
863111 PBLC ASSISTNCE PAYMNT	8,488,795	7,576,031	8,116,450	7,848,111	8,667,890	8,667,890	8,667,890
863115 SERVICE CONNECTED EXPENSE	0	0	0	689,336	0	0	657,339
863122 AID TO ADOPTED CHLDRN	1,512,235	2,001,383	2,315,220	2,416,539	2,539,752	2,539,752	2,539,752
863125 SEVERELY EMOTIONALLY DIST	753,011	819,516	1,039,393	673,437	1,044,347	1,044,347	1,044,347
863127 FOSTER CARE PMTS	6,557,365	8,261,396	8,671,069	8,076,734	9,132,130	9,132,130	9,132,130
TOTAL OTHER CHARGES	17,311,406	18,658,326	20,142,132	19,704,157	21,384,119	21,384,119	22,041,458
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	0	0	667,246	0	657,339	657,339	0
TOTAL EXPEND TRANSFER AND REIMB	0	0	667,246	0	657,339	657,339	0
TOTAL NET APPROPRIATIONS	17,311,406	18,658,326	20,809,378	19,704,157	22,041,458	22,041,458	22,041,458
LESS: REVENUES							
825210 STATE WELFARE ADMINISTRAT	0	3,188	0	0	0	0	0
825241 STATE AFDC	2,488,690	5,596,544	3,871,526	4,583,122	3,998,129	3,998,129	3,998,129
825343 REALIGNMENT PUBLIC ASSIST	1,885,733	2,720,605	2,265,733	2,076,772	2,540,772	3,150,772	3,550,604
825510 FEDERAL WELFARE ADMINISTR	0	10,063	0	0	0	0	0
825541 FEDERAL AFDC	11,625,708	9,803,809	12,295,370	10,664,305	13,125,807	13,125,807	13,125,807
827700 OTHER	0	0	0	316	0	0	0
TOTAL REVENUES	16,000,131	18,134,209	18,432,629	17,324,515	19,664,708	20,274,708	20,674,540
TOTAL NET COUNTY COST	1,311,275	524,117	2,376,749	2,379,642	2,376,750	1,766,750	1,366,918

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5170 – SOCIAL SERVICES – IN HOME SUPPORT SERVICES

Alison Glassey, Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

In Home Supportive Services (IHSS) are personal care and essential housekeeping services which allow elderly and disabled individuals to remain safely in their own homes and to avoid unnecessary institutionalization in nursing homes. Eligible individuals must receive SSI (Supplemental Security Income) or Medi-Cal, have a disability of more than one year's duration, and be unable to remain safely in their own homes without IHSS assistance.

Services are provided by Independent Providers employed by the clients and paid through a State payroll system. The number of hours and types of tasks (e.g. meal preparation or bathing) provided through IHSS are determined by assessment and authorization by Adult Services social workers. The newly established Public Authority exists as the Employer of Record for the approximately 1,500 IHSS Providers in Mendocino County and is required to operate a registry and coordinate training for Providers. Public Authority administration is provided by contract through the Department of Social Services.

IHSS is a mandated program, which has been in existence for over 20 years. It is funded by Federal Medicaid dollars, under the Personal Care Services Program (PCSP), State General Fund dollars, Realignment dollars from sales tax revenues, and County funds. County funds are capped at the level paid in 1989-90. This budget unit contains the costs of the direct services to clients, paid out to the Providers, and the administrative costs of the Public Authority. It reflects only the appropriations of Realignment funds and County funds. The Federal and State funds are not included in the County's IHSS budget. Administrative costs for social workers are contained in Budget Unit 5010.

MAJOR ACCOMPLISHMENTS:

- ❖ Continued operations of the IHSS Public Authority Advisory Committee.
- ❖ Established Public Authority Ordinance.
- ❖ Executed the Public Authority contract with the Department.
- ❖ Implemented Public Authority administrative structure.
- ❖ Completed IHSS Provider contract negotiations.
- ❖ Provided over 1,500,000 hours of services in the fiscal year, to over 1,330 clients, with approximately 1,500 Providers.

GOALS AND OBJECTIVES:

- ❖ Continue to support the IHSS Public Authority Advisory Committee.
- ❖ Implement provisions of MOU negotiated with IHSS Provider Union, including wage increase.

MAJOR POLICY CONSIDERATIONS:

- ❖ In accordance with State law, the County has established a Public Authority for the In-Home Supportive Services Program. The Public Authority is integrated into the administrative structure of the Department of Social Services. The Public Authority's primary functions are to negotiate salary and benefit levels for IHSS Providers and to operate a registry.
- ❖ Mendocino County Public Authority Governing Board negotiated an IHSS Provider Contract, which provides for a wage increase to \$8.00 per hour on January 1, 2004, with a wage increase to \$8.50 per hour on September 1, 2004. These increases are reflected in the budgeted amounts in this budget unit.

5170 – SOCIAL SERVICES – IN HOME SUPPORT SERVICES

Alison Glassey, Director

- ❖ Mendocino County has seen a shift in the clientele of the IHSS program. Several years ago, approximately 75% of the caseload was elderly individuals and 25% were younger disabled individuals. At the present time, 40% of the caseload is elderly and 60% is disabled. In general, cases for disabled individuals require higher numbers of hours of care and often more extensive care than for elderly individuals.
- ❖ The caseload for IHSS is projected to remain stable for Fiscal Year 2004-05.

COUNTY ADMINISTRATIVE OFFICE COMMENTS:

As described above, negotiations and implementation of a wage increase for IHSS workers have been completed and the resulting fiscal impact included in this budget. Negotiations are presently underway regarding health benefits, the fiscal impact of which is unknown at this time.

The recommended budget also includes an assumed carryover of realignment funds from Fiscal Year 2003-04 of approximately \$75,557.

The Department is projecting that realignment revenues will not increase over the next few years. If realignment remains at its present level, it may be necessary to augment this budget unit with general funds in future years (estimates ranging from \$137,115 in Fiscal Year 2005-06 to \$758,828 in Fiscal Year 2006-07).

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Social Services - In Home Support Services.

COUNTY ADMINISTRATIVE OFFICE NOTES:

REVENUES

Acct. 5343 Provides for proportionate amount of Social Services realignment dollars attributable to IHSS program costs.

5170 – SOCIAL SERVICES – IN HOME SUPPORT SERVICES
Alison Glassey, Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 5 PUBLIC ASSISTANCE
ACTIVITY: 502 PUBLIC ASSISTANCE - AID PROGRA

BUDGET UNIT: 5170 IN HOME SUPPORT SERVICES
FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862189 PROF & SPEC SVCS-OTHR	0	0	0	452,622	0	0	442,836
TOTAL SERVICES & SUPPLIES	0	0	0	452,622	0	0	442,836
OTHER CHARGES							
863139 IN-HOME SUPPORTIVE SERVIC	2,595,193	2,495,628	2,595,516	2,478,905	2,924,023	2,924,023	2,924,023
TOTAL OTHER CHARGES	2,595,193	2,495,628	2,595,516	2,478,905	2,924,023	2,924,023	2,924,023
EXPEND TRANSFER AND REIMB							
865380 INTRAFUND TRANSFERS	464,471	0	485,960	0	442,836	442,836	0
TOTAL EXPEND TRANSFER AND REIMB	464,471	0	485,960	0	442,836	442,836	0
TOTAL NET APPROPRIATIONS	3,059,664	2,495,628	3,081,476	2,931,527	3,366,859	3,366,859	3,366,859
LESS: REVENUES							
825210 STATE WELFARE ADMINISTRAT	159,162	82,810	199,750	179,244	181,929	181,929	181,929
825343 REALIGNMENT PUBLIC ASSIST	2,260,441	1,884,585	2,407,584	2,171,218	2,407,584	2,483,141	2,483,141
825510 FEDERAL WELFARE ADMINISTR	192,316	80,798	178,652	176,862	162,945	162,945	162,945
TOTAL REVENUES	2,611,919	2,048,193	2,785,986	2,527,324	2,752,458	2,828,015	2,828,015
TOTAL NET COUNTY COST	447,745	447,435	295,490	404,203	614,401	538,844	538,844

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5190 – SOCIAL SERVICES ~ GENERAL RELIEF

Alison Glassey, Director

MISSION STATEMENT & DEPARTMENTAL FUNCTIONS:

General Assistance (GA), also known as General Relief (GR), is a County-operated program mandated by State Welfare and Institutions Code Section 17000. It is intended to provide temporary assistance to individuals in need who are not served by other government programs. Since families with children are served through CalWORKs and the elderly and disabled are served through SSI, General Assistance is primarily utilized for single adults, 18-55 years of age, who are temporarily disabled or unemployed.

Although the GA program is mandated by the State, the regulations are determined at the local level, within limitations imposed by State law and legal action. Program standards and payment levels vary from county to county, depending on history and legal precedent.

Funding is entirely out of the County general fund. If GA clients are found eligible for SSI, the County can be reimbursed for its expenditures prior to SSI eligibility. Line item 827704 contains the refunds from SSI. The GA budget contains the costs of indigent cremations, contracts with Ukiah Community Center, Ford Street Project and Hospitality Center for emergency shelter beds, contracts with the Food Banks, as well as the direct costs of payments for shelter and personal expenses for eligible individuals. Administrative costs are contained in Budget Unit 5010.

MAJOR ACCOMPLISHMENTS:

The General Assistance Unit provides financial assistance and social services to approximately 200 individuals per month throughout the County. Approximately 25% of recipients have applied for Supplemental Security Income and/or Social Security Disability and are awaiting a decision on their claim, a process that can take from over a year.

Seventy-five percent of recipients are temporarily disabled or employable. Most employable recipients participate in the Community Worksite Placement component of the GA Employment Program, which requires clients to perform community service work in exchange for the General Assistance payment, in addition to seeking regular employment.

GOALS AND OBJECTIVES:

Goals:

- ❖ Provide mandated support to indigent adults
- ❖ To collaborate with community-based organizations to maintain housing and self-sufficiency services to the population served by General Assistance.

Objectives:

- ❖ Assist with the operation of a year-round emergency housing shelter in Ukiah.
- ❖ Refine the employment services provided to employable GA clients.
- ❖ Intensify SSI advocacy for permanently disabled GA clients.
- ❖ Stabilize the staffing and structure of the GA unit.

MAJOR POLICY CONSIDERATIONS:

- ❖ The GA caseload appears to closely shadow the County's unemployment rate.
- ❖ Recent growth in the General Assistance caseload is reflected in the Proposed Budget cost estimates.

5190 – SOCIAL SERVICES ~ GENERAL RELIEF

Alison Glassey, Director

- ❖ The proposed budget includes increased funding in the amount of \$167,001, based on current year expenditures, including funding for recent growth experience.

FINAL BUDGET ACTION:

During Final Budget Deliberations, the Board of Supervisors approved the Recommended Budget from the County Administrative Officer for Social Services - General Relief.

COUNTY ADMINISTRATIVE OFFICE NOTES:

OTHER CHARGES

Acct. 3112 Provides funding for shelter contracts with Ukiah Community Center, Hospitality House, Ford Street Project, Willits Community Center, and Plowshares. Also provides for food and nutrition contracts.

REVENUES

Acct. 7700 Provides for redevelopment housing set-aside from City of Ukiah
Acct. 7704 Provides for estimated recoupment from Social Security for GA applicants who are eligible for SSI-SSP benefits.

5190 – SOCIAL SERVICES ~ GENERAL RELIEF
Alison Glassey, Director

STATE CONTROLLER
COUNTY BUDGET ACT
(1985)

COUNTY OF MENDOCINO
STATE OF CALIFORNIA
BUDGET UNIT FINANCING USES DETAIL
FINAL BUDGET FOR FISCAL YEAR 2004-05

COUNTY BUDGET FORM
SCHEDULE 9

CLASSIFICATION:

FUNCTION: 5 PUBLIC ASSISTANCE

BUDGET UNIT: 5190 GENERAL RELIEF

ACTIVITY: 503 PUBLIC ASSISTANCE - GENERAL RE

FUND: 1100 COUNTY GENERAL

FINANCING USES CLASSIFICATION (1)	2002-03 BUDGET (2)	2002-03 ACTUALS (3)	2003-04 BUDGET (4)	2003-04 ACTUALS (5) 06/30/04	2004-05 REQUEST (6)	2004-05 RECOMMEND (7)	2004-05 ADOPTED (8)
SERVICES & SUPPLIES							
862186 INDIGENT BURIAL	35,820	14,159	35,820	23,119	36,000	36,000	36,000
862189 PROF & SPEC SVCS-OTHR	0	0	0	1,820	0	0	0
TOTAL SERVICES & SUPPLIES	35,820	14,159	35,820	24,939	36,000	36,000	36,000
OTHER CHARGES							
863112 PYMNTS TO PRIVAT INST	167,019	189,118	217,019	239,039	263,744	263,744	263,744
863115 SERVICE CONNECTED EXPENSE	0	0	0	117	0	0	0
863119 SUPP&C/O PRSNS-OTHR	256,080	477,944	316,020	502,731	562,548	562,548	562,548
863124 GR-SSI-SSP APPLCNTS	264,000	106,881	316,020	173,480	189,588	189,588	189,588
TOTAL OTHER CHARGES	687,099	773,943	849,059	915,367	1,015,880	1,015,880	1,015,880
TOTAL NET APPROPRIATIONS	722,919	788,102	884,879	940,306	1,051,880	1,051,880	1,051,880
=====							
LESS: REVENUES							
822600 OTHER PERMIT	0	1,800	0	1,772	0	0	0
827700 OTHER	22,500	35	22,500	22,982	22,500	22,500	22,500
827704 GENERAL RELIEF REFUND	175,000	115,106	175,000	124,207	175,000	175,000	175,000
TOTAL REVENUES	197,500	116,941	197,500	148,961	197,500	197,500	197,500
TOTAL NET COUNTY COST	525,419	671,161	687,379	791,345	854,380	854,380	854,380
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