

1991 ANNUAL REPORT

MADISON COUNTY DEPARTMENT OF SOCIAL SERVICES

JAMES L. CARY  
COMMISSIONER



MADISON COUNTY  
DEPARTMENT OF SOCIAL SERVICES

PHONE  
366-2211

JAMES L. CARY, COMMISSIONER  
PO BOX 637  
WAMPSVILLE, NEW YORK 13163

IN REPLY  
PLEASE REFER TO:

December 31, 1992

Robert Kuiper, Chairman  
Members of the Madison County Board of Supervisors  
County Office Building  
Wampsville, New York 13163

Dear Mr. Chairman and Members of the Board:

I am pleased to submit the Annual Report of the Department of Social Services for the year 1991.

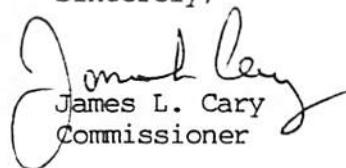
It is a detailed report of the various activities and responsibilities of the Department as well as the financial expenditures for the year. The report reviews the efforts of the Department on behalf of the children, low-income families, single adults, and other county residents who are dependent upon this agency for financial and supportive services.

The Department faced the year 1991 with increasing caseloads, increasing State mandates, and an economic recession that plagued not only Madison County but our entire nation. These factors, coupled with the understanding that the need was never greater to keep local spending to an absolute minimum to avoid increasing property taxes, made this a very difficult year for this Department and its staff.

Although new programs were mandated by the State Department of Social Services, existing State programs were expanded upon, and the dramatic increase in caseloads, the Department was able to absorb these additional responsibilities with only minimal staff additions. This was accomplished only through the willingness of a truly dedicated staff to accept additional responsibilities and duties in these times of fiscal hardship.

I wish to thank the Board of Supervisors for its total cooperation during 1991 and, in particular, the Social Services Committee for its guidance and encouragement given to the Department over this past year.

Sincerely,

  
James L. Cary  
Commissioner

JLC/et

**TABLE OF CONTENTS**

DEPUTY COMMISSIONER . . . . .	1
STAFF DEVELOPMENT . . . . .	3
INCOME MAINTENANCE . . . . .	6
MEDICAL ASSISTANCE . . . . .	9
ADULT & FAMILY SERVICES . . . . .	11
CHILDREN'S SERVICES . . . . .	14
CHILD PROTECTIVE SERVICES . . . . .	19
CHILD SUPPORT COLLECTION UNIT . . . . .	21
SPECIAL INVESTIGATIONS . . . . .	22
MEDICAL SERVICES . . . . .	24
RESOURCE DEPARTMENT . . . . .	25
ACCOUNTING . . . . .	26

DEPUTY COMMISSIONER

PERSONNEL-STAFFING OVERVIEW

In 1991, a total of thirteen employees left the Social Services Department. Nine employees resigned, three retired, and one employee was removed in accordance with Section 71 of the Civil Service Law. Seven employees requested and were granted leaves of absence. Three were for medical leaves and four were maternity leaves.

The vacancies which resulted from people leaving the Department occurred at many levels. There were five Social Welfare Examiner vacancies, three Caseworker vacancies, two Senior Typist vacancies, one Attorney vacancy, one Accounting Supervisor vacancy, and one Account Clerk/Typist vacancy. One of the Social Welfare Examiner vacancies was filled by promoting a clerical staff person. All three Caseworker vacancies were filled by hiring new employees. The two Senior Typist vacancies were filled by hiring new employees. The Attorney vacancy was filled with the hiring of a new attorney. The Accounting Supervisor vacancy was filled by promoting a Junior Accountant. The Account Clerk/Typist vacancy was filled by hiring a new employee. The remainder of the above-noted vacancies were filled by hiring new employees.

The vacancies resulting from the various promotions were either backfilled through promoting clerical or other staff, or by the hiring of new employees. There were a total of three promotions within the Department during 1991, and a total of eighteen new employees hired.

Three new positions were added in 1991 - two Social Welfare Examiner positions in the Income Maintenance area, and a part-time Social Welfare Examiner position in the Medicaid (P-CAP) area.

The two Income Maintenance Social Welfare Examiner positions were added in order to handle the large increase we experienced in the public assistance application rate and caseload.

The part-time Medicaid Social Welfare Examiner position was added due to a new federal mandate which requires the outstationing of a worker in certain hospitals and clinics for the purpose of taking Medicaid applications from pregnant women and for children ages one through five. This position is funded through the Madison County Department of Health's P-CAP program.

Two positions were reclassified in 1991. An Account Clerk/Typist position was reclassified to Account Clerk upon becoming vacant and a Junior Accountant position was reclassified to Principal Account Clerk upon becoming vacant. These reclassifications were both the result of the 1987 job study done by the New York State Department of Civil Service which determined, upon reviewing these positions, that the job duties were more in line with the new titles.

In 1991, sixteen employees of the Department qualified for the attendance bonus of \$125 in accordance with Article 34.7 of the White Collar Bargaining Agreement.

At the end of 1991 there were a total of one hundred and five positions within the Department of Social Services, plus two Sheriff's deputies provided through a contract with the Sheriff's Department to conduct fraud investigations.

### STAFF DEVELOPMENT

A total of 1,733 hours of training was provided to the employees of the Department of Social Services in the 1991 calendar year. Employees participated in state-contracted training in-service programs and workshop conferences.

One of the in-house initiatives for 1991 was to better prepare the Child Welfare caseworkers and Support Collection investigators to testify in Court. Matthew Whritenour, our DSS attorney, provided three hours of training to thirteen caseworkers and two hours of training on this topic to five Child Support employees.

Another special initiative was a time management course offered to the Income Maintenance staff to help them cope with the overload of applications for public assistance and food stamps. This course took on a new twist with one of the welfare examiners joining forces with the Staff Development Coordinator to present the program.

Many agency staff members were able to take advantage of the training courses and seminars sponsored by EAP. Twelve employees took the defensive driving course presented by the Safety Council of Central New York, and three employees participated in the holiday blues seminar presented by Sylvia DeFrancisco-Skinner.

Twenty employees were able to take part in a family violence program sponsored by the Madison County Child Abuse Task Force and the advocates for the Victims of Violence Task Force. This program offered opportunities to network with other local human services agencies and learn about their agency functionings. One of the innovative outcomes of this program was the production of a videotape that offered five-minute segments to each agency to describe the services they offer.

State-contracted trainings continued to require a \$14 per person per day fee to be withheld from our state reimbursement for

each trainee. This fee is charged regardless of the intent of the training: state-mandated, to introduce new rules and regulations, or to further one's understanding of the program area.

Another change made at the state level is the mandating of all new Adult Protective caseworkers to attend a multiple-day training course, similar in format to that mandated for all Child Protective caseworkers.

The state did sponsor one conference/workshop seminar titled "Managing the Future" to further their managed care initiative. Regional meetings were held for Food Stamps and Medicaid staff to keep the counties updated on recent changes and to review existing rules and regulations of the programs.

In February, the state offered a two-day course on working with parents who have developmental disabilities. Because the course was offered on-site, twelve of our caseworkers and parent aides were able to participate. We were also able to invite some workers from neighboring counties.

Another on-site event that caseworkers could take advantage of was the independent living mobile unit. This van acts as a resource center with numerous materials for working with adolescents. The van itself comes equipped with a personal computer to preview various software and a VCR for previewing videotapes.

A newly-appointed Case B Supervisor was able to attend an intensive "Supervisory Effectiveness Training" course presented by the Child Welfare Institute of Georgia.

During the year, four employees took advantage of two graduate courses offered through SUNY Albany and held on the Mohawk Valley Community College campus. The courses offered were "Human Behavior and Social Environment I" and "Supervision and Consultation". Tuition was paid by New York State DSS.

The year ahead will again offer a challenge to provide the best possible training while remaining within our budget. One of the in-service issues will be to further the employees' understanding of AIDS.

## INCOME MAINTENANCE

Caseloads continued to increase in 1991 in both the Public Assistance (PA) and Food Stamps (FS) areas. The year began with 621 PA cases. The caseload increased monthly with few exceptions. At the end of 1991 there were 500 ADC (Aid to Dependent Children), 73 PG-ADC (Home Relief cases with potential for being ADC), and 101 HR (Home Relief) cases, for a total of 674 PA cases. This is the highest level of PA cases since the beginning months of 1985.

There were 977 Food Stamps cases at the beginning of 1991 and, as with PA, the caseloads rose almost every month. At the end of December there were 1,110 FS cases, which is the highest since the beginning months of 1986.

Several regulation changes were implemented in 1991. New York State had been involved in a dispute with the federal government over the criteria necessary to include someone as an "essential person" in an ADC case. The State finally won so that on August 15th, the expanded definition of "essential person" was effected which made federal reimbursement available for increased numbers of PA recipients.

Three changes went into effect October 1st which were designed to limit PA expenditures. For Home Relief cases that have been overpaid, the maximum allowable monthly recoupment was increased from 10% to 15% of their PA "needs" (the sum of their basic allowance, shelter, and heating allowance).

The State put limitations on the use of emergency assistance for payment of shelter arrears to prevent eviction. Payment is only to be made if the monthly shelter costs are affordable for the client once the arrears are paid. This agency has always used these guidelines so no change was necessary. However, the State also included the requirement that if the monthly rent is above the agency maximum, the amount which is above this maximum must be repaid by the client if DSS pays the arrears.

The regulation was also changed which relates to the budgeting procedure used when a person who receives SSI (Supplemental Security Income) resides with a PA household. Previously this SSI individual and all of his or her income and resources were considered invisible for PA budgeting purposes. This remains unchanged for ADC households, but for HR cases, if the SSI income is more than enough to meet that individual's needs, any excess must be applied to other household members for whom he is legally responsible.

A federal regulation change caused a shift in expenditures from Social Services to Housing and Urban Development (HUD) effective October 1st for the segment of the PA population that is involved in the HUD certificate program. These clients no longer receive a separate allowance for heating costs, and the amount that is budgeted for rent has been cut at least in half in most cases. The result is that HUD is picking up a greater share of the shelter costs.

In January, the electronic process for obtaining food stamps began with fewer problems than had been anticipated. Banks no longer distribute food stamps. Instead, they are available at various grocery stores. The clients must show their ID cards and enter their personal identification numbers to receive their monthly benefit.

New York State is now beginning to use this same process for distribution of PA grants. It is expected that Madison County will begin this in October of 1992.

Effective October 1st, food stamp allotments increased for a single individual from \$105 to \$111 per month. The increase for a family of four was from \$352 to \$370 per month.

A total of \$14,246 was collected on food stamp claims for overissuances. This amount represents cash collections, returned food coupons, and recoupment from monthly allotments.

Two additional social welfare examiner positions were added

in December to help in processing the increased number of applications and the increase in caseload.

The 1990-91 regular HEAP (Home Energy Assistance Program) component ended March 31st as in previous years. The emergency component ended June 24th due to the depletion of funds. Normally the program continues through September 30th.

The 1991-92 HEAP program began November 15th with allocations greatly reduced from the previous year. Consequently, both income levels for eligibility and the actual benefit received are reduced from last year.

## MEDICAL ASSISTANCE

Medicaid revision and change continued in 1991 with the following:

- Elimination of the Catastrophic Illness Program. Certain persons otherwise ineligible for medical assistance were eligible for in-patient medical coverage through Medicaid. Implemented 1/91 retroactive to 6/90.
- Child Health Insurance Program (CHIP). A program to provide low-cost primary care health insurance to children under age 13 who are not receiving medical assistance.
- Utilization Threshold Program. Utilization thresholds are annual service limitations established by the New York State Department of Social Services based upon provider service type. The program is designed to promote appropriate use of services consistent with quality care.
- Medical Assistance Applications at Hospitals and Federally-Qualified Health Centers. Effective 7/1/91, legislation passed through the Omnibus Budget Reconciliation Act 1990 required that states receive and begin processing medical assistance applications for pregnant women and children under the age of six at locations other than social services district offices. The legislative intent is to facilitate greater access to medical care and services by having the medical assistance application completed at the medical facility rather than at the social services district office. In compliance, Madison County is currently taking applications at Community Memorial Hospital, Hamilton, and the Child/Maternal Health Center, Oneida.
- Medical Expenses Paid/Incurred by Public Programs of the State. Medically needy persons whose incomes exceed medical assistance income eligibility standards may obtain medical assistance coverage by spending down their excess income. Now included in the allowable medical expenses are those paid for or incurred by

public programs of state or its political subdivisions. This will enable an applicant/recipient to obtain eligibility for medical assistance more readily.

- Personal Emergency Response Systems (PERS). Legislation was passed authorizing the use of PERS to eligible medical assistance recipients. Payment for PERS equipment and related matters will now fall under Medicaid.
- Health Insurance Continuation Program for Persons with AIDS and COBRA - Continuation Coverage Program. Both programs allow Medicaid to assume the costs of health insurance, including premiums, copayments and deductibles, for medical assistance applicants/recipients if cost-effective.
- Medical Assistance Coverage of Children up to 100% of the Federal Poverty Line. This legislation extends medical assistance coverage to children born after 9/30/83 who are at least six years of age but younger than 19, who are not otherwise eligible for medical assistance and whose household incomes do not exceed 100% of the applicable federal poverty line. The resources of the households will not be taken into account in determining the eligibility of such children.

Reflecting the medical assistance program expansions initiated during 1991, medical assistance caseloads grew from 1,986 in January 1991, to 2,076 in December, 1991.

## ADULT & FAMILY SERVICES

During 1991, the Adult & Family Services Unit provided services as illustrated in the Service Chart. Delivery of service has remained stable.

The employment section was very active. JOBS legislation, effective October 1, 1990, has greatly increased the employable individuals to an average range of 180-200 monthly. This number is expected to continue to increase due to JOBS and the economic situation. Activities in which recipients participate are supervised job search, work experience, Job Club, career exploration groups, training and educational programs. There were a total of 48 work sites available throughout the county with an average of 45 recipients assigned monthly. Four individuals were transitioned into full-time employment at their work site; an additional 15 were hired elsewhere. Ten Job Club sessions were held during 1991. A total of 90 recipients participated. Of this number, 37 individuals obtained employment. To attempt to reach those individuals not yet considered employable, Project Advance groups were conducted. These groups are designed to assist individuals plan for future self-support by solving barriers to employment. A total of 26 individuals attended the four groups. All participants had educational or employment plans by the end of the sessions. The Department plans to continue to work with this population in the coming year.

Coordination with JTPA through their outstationed worker continued in 1991. Individuals are referred directly to the JTPA worker for training programs available through its office.

A total of 246 individuals were placed on the Food Stamp Job Search. Twenty individuals were enrolled in employment-related training. Forty-seven entered employment; 71 were sanctioned. The total savings was \$36,001.

Also related to employment is the provision of day care. Forty-five families were provided day care through the income

eligible programs. Services are available to eligible families throughout the county. Also, four families received transitional day care. This is a new program for people leaving public assistance for employment.

Another area active in the unit was in-home care. A total of 171 individuals received services under the Long Term Home Health Care and Personal Care Programs. The Long Term Home Health Care with its waivered services continued to provide an alternative to institutionalization. Seventy-seven individuals were placed on the program. The average age was 77 with a range of 40-96. The average DMS-1 score was 159. These clients were maintained in the home at 34% of the cost of placement. With more individuals in need of care wishing to remain at home and the cost of institutional placement increasing, it is felt this program continues to be an effective approach to the problem.

<u>SERVICES PROVIDED</u>	<u>ADULTS</u>	
	<u>NO. RECIPIENTS</u>	<u>NO. HOURS</u>
EMPLOYMENT	30	368
FAMILY PLANNING	0	0
FOSTER CARE - ADULTS	19	378
HEALTH RELATED	23	626
HOME MANAGEMENT	53	2279
HOMEMAKER	0	0
HOUSEKEEPER/CHORE	0	0
HOUSING	0	0
INFORMATION & REFERRAL	1398	1538
PREVENTIVE - ADULT	20	994
PROTECTIVE - ADULT	4	123
INVESTIGATION PROTECTIVE	0	0
TRANSPORTATION	1	5
PERSONAL CARE SERVICES	0	0
SERVICES TO VICTIMS OF DOMESTIC VIOLENCE	0	0

## CHILDREN'S SERVICES UNIT

### Foster Care and Institution Placements

The number of children in foster care has shown a slight decrease throughout 1991. In January there were 71 children in foster care. By December we had 66 children in foster care. August saw our lowest number of placements at 61.

Placements in higher level of care have remained fairly constant. We began the year with 48 in placement and ended the year with 47. The placement of teenagers in the J.D./P.I.N.S. category decreased by eight from the beginning of the year while the young children in higher level placements increased.

Madison County youth placed with the New York State Division for Youth was considerably higher this year. January saw 12 youths in placement as compared to nine in December 1990. Placement increased to a high of 16 but by December 1991 was back down to 11. This increase has been due to the increased severity of juvenile delinquency offenses.

The continued need for institutional placements is due in part to more difficult children being referred to the Department of Social Services by the court for placement in higher levels of care. For the majority of these children, psychiatric and psychological evaluations are obtained to determine the need for service and the level of placement which is most appropriate. In addition, the lack of foster parents willing and able to foster children and teenagers with severe problems remains a factor.

With an increase in the number of extremely difficult children to be placed, the Department continues to work with the House of the Good Shepherd to provide intermediate levels of care at a lower cost. Currently we have placed five children in therapeutic foster care at the House. In addition, the House of the Good Shepherd is providing diagnostic evaluations. Children may be placed in group emergency, House of the Good Shepherd foster care, Department of Social Services foster care, or may remain at

home while receiving a thorough psychological evaluation. This allows the Department to obtain diagnostic evaluations at lesser costs depending on the supervision needs of a particular child. We also provide evaluations in foster care or at home by the Hutchings Mobile Mental Health team.

#### Preventive Service

During 1991 the number of children served who were not in placement remained fairly constant with an average of 179 cases.

The Children's Services Unit continues to provide case management to court-ordered foster care diversion services which are contracted out to Madison County Catholic Charities. In addition, we referred one case for intensive after-care services following a discharge from an institution. Case management of this contracted service has necessitated the use of approximately one-half of a caseworker position but continues to provide the agency with substantial reimbursements from the state. Forty-five children have received diversion service in 1991. During the year, 21 cases were terminated, 20 cases completed the program successfully, and 11 were placed with the Department of Social Services for placement.

#### Morrisville Project

In 1990 a new program was instituted at Morrisville Elementary School to identify families in need of preventive service.

Due to staff on leave we suspended the program for the first semester of 1990-91. Lack of staff and time prevented the Department from continuing this experimental program.

#### Parent Skills Training

The Department has continued to contract with a private contractor to facilitate a parent skill training group. This parent group deals with the problems of multi-problem families and continues to decrease the time their children spend in foster care.

Additionally, the group has assisted in preventing placement of children who have not been placed. Many of the parents who are actively participating in this group are parents of teenagers and young adolescents.

During 1991, 22 families were serviced by the parent group. These families included 57 children. The parents who are active in this group continue to make great personal strides which will help them cope with their children's behavior. Work in this area will continue during the coming year. An addition to the group has been allowing children to participate with their parents in the group. Five teenagers who have been discharged from placement attend regularly and this has been a major factor in successful transition from placement to home.

#### Adoption Services

During 1991, six persons were certified as prospective parents for hard-to-place children. These persons were trained and certified in conjunction with the training and certification of foster parents. The basis for combining adoption and foster parent certification has to do with the fact that most of the older, hard-to-place children who are freed for adoption have come through the foster care system and many of the issues that need to be dealt with are the same.

The Department currently has 13 children in its charge who have been freed for adoption. Six of these children are in adoptive homes and finalization should occur in the next few months. Of the remaining children, it is anticipated that one will not be placed due to age and emotional problems and will have her goal changed to independent living. The placement of one child is currently being delayed by a court appeal. Of the others, three have severe emotional or physical problems which are delaying arrangements for placement and the remaining two are over 16 and refusing adoptive services. Although these two are receiving independent living services, the agency still hopes to find a permanent home for these children.

We have had no infants surrendered in several years and do not anticipate any in the foreseeable future. Parents wanting certification for infant adoption will be processed and placed on a Priority Three waiting list behind Priority One (minority children and severe handicap) and Priority Two (all other hard-to-place children). This is according to New York State regulations.

#### Day Care Services

During 1991 there were four certified day care homes. Due to plans by the State of New York to take over day care registration, this Department made no recruitment efforts. The takeover date was delayed several times but, as of October 23, 1991, New York State is now responsible for all day care service. The Department may contract with the State to provide some portion of day care service in the next year.

#### TASA (Teenage Services Act)

Programs & Domiciles of Oneida, New York, began providing TASA services in 1991, as a provider, under the New York State Comprehensive Medicaid Case Management Program. Through a referral agreement with the Department, a total of 18 were served from September 1991 to December 31, 1991.

#### Independent Living Services

We continue to contract with Programs & Domiciles to provide independent living group sessions to those children in foster care who are at least fourteen. These sessions are held once each month on Saturday. During these sessions, children learn interpersonal skills, cooking, budgeting, shopping, job-hunting, and other skills of interest to them in preparing to live independently in the future. There are currently 11 children participating.

#### Foster Parent Orientation and Status

We have continued to use M.A.P.P. (Model Approach to Partnership in Parenting) orientation for certification of prospective foster parents. We began the year with 41 certified

homes, six of which were relative homes for specific children. We ended the year with 35 certified homes, one of which was a relative home. Although we have not increased our numbers as we might have hoped, we have found that our M.A.P.P.-trained parents appear to be better prepared as foster parents than in the past and appear to be better able to manage difficult problems. Unfortunately, we still lack enough foster homes for teenagers.

The creation of a position of foster home-finder/recruiter is helping in this area. It is anticipated that this position will continue to enhance and improve our foster home program.

### CHILD PROTECTIVE SERVICES

During 1991, there were 651 calls received from the Child Protective Register. In addition, we received 12 requests for service where the SCR was not called, but an investigation or other assistance was requested by the Court, another agency, or an individual.

There were 48 petitions filed in Family Court. This included 15 neglect, 2 abuse, 22 extensions, 2 terminations of parental rights, 2 PINS, 4 amendments, and 1 application to restore a case to the court calendar.

Foster care placements numbered 25, which included 8 voluntary placements. Ten of the children placed in 1991 remained in care at the end of the year. Of the 25 children discharged from the Child Protective foster care caseload, 19 were discharged to the same parent from which they were removed, 5 were discharged to another relative/caretaker, and 1 was discharged to DFY. Of these 25 children, 6 were later replaced in foster care by another county.

There are now four children placed in therapeutic foster care at Hillside Children's Center, three in therapeutic foster care at The House of the Good Shepherd, three children in residential treatment, and one in a group home.

STEP classes continue to be provided by the parent aides. We have run eight classes which includes three evening classes for working parents. It is hoped that in 1992 "refresher" classes can be held on a regular basis for people who have completed the group. In addition, there is a class in basic skills which meets every other week on an ongoing basis. We are also exploring the possibility of using a program called CHOICES in the future.

1991 CHILD ABUSE AND MALTREATMENT REGISTER REFERRALS

MONTH	IND.	UNF.	TRANS.	REPEAT CALLS IND.	SECONDARY RESPONSIB. UNF.	ADD'L INFO.	DUPPLICATE	PENDING
JANUARY	10-5	28-48	4-5	3-8	1-1	7-12	2-3	2-2
FEBRUARY	10-19	32-68	5-7	1-3	1-2	2-8	2-4	1-4
MARCH	14-26	19-28	1-1	3-12	0	2-7	2-2	1-4
APRIL	15-22	29-56	2-2	5-7	2-4	3-3	0	0-0
MAY	15-17	21-30	8-12	1-1	3-3	4-6	2-2	1-1
JUNE	14-21	20-35	3-3	7-15	4-8	4-4	1-1	1-1
JULY	8-13	19-31	2-6	3-4	1-3	2-3	1-2	0
20 AUGUST	15-34	21-36	5-6	6-13	8-15	4-9	0	2-3
SEPTEMBER	11-17	24-33	1-1	7-10	3-5	2-3	1-1	2-2
OCTOBER	4-7	23-50	1-3	0	3-3	5-10	0	22-43
NOVEMBER	8-10	8-12	1-1	1-2	0	5-7	0	0-0
DECEMBER	1-1	6-17	1-3	0	1-1	2-2	0	4-6
								55-81
TOTAL	125-192	250-444	34-50	37-75	27-45	42-74	11-15	14-23
								111-189

TRANS. - Transferred out of county  
 First number in each column - families  
 Second number in each column - children

IND. - Indicated  
 UNF. - Unfounded

SECONDARY RESPONSIB. - Secondary responsibility. Part of the family resides in our county.  
 (Primary responsibility rests with the county where the child resides)

### CHILD SUPPORT COLLECTION UNIT

In 1991, the Child Support Unit's caseload increased 11% overall. An increase of approximately 12% in ADC cases is representative of the economic situation in the county. Total caseload for 1991: 2,570 cases, of which 1,076 were ADC and 1,494 CSS (private child support services).

Total collections exceeded two and one-half million dollars for 1991 and this is an increase of over 10%.

DSS collections increased 20%, to \$687,568.00. We experienced the largest growth in foster care (64%) and Medicaid (117%) reimbursement. Both areas have continued to experience increases over the last three years due to increased cooperation and the modification of procedures with the respective DSS units, our legal department, and the Family Court.

CSS collections totalled \$1,844,954.00. This is a 9% increase from 1990.

We are paid an incentive by the federal government according to the amount of collections we receive. This year the county earned over \$72,000 from this incentive. This is the largest increase in three years.

### SPECIAL INVESTIGATIONS

The Special Investigations Unit consists of two full-time deputies and an account clerk-typist. The unit deals with fraud investigations, validations, overpayments, security, arrests and any other type of investigation where a police officer is needed.

The unit concentrated highly on our validation procedure also known as "front-end detection". The unit validated all Public Assistance cases that applied this year, for a total of 1,114 cases. Of the 1,114 cases, 439 cases were denied due to the validation procedure, for a yearly denial rate of 39%. An estimated savings of \$412,016 is attributed to this procedure.

Public Assistance:	\$ 196,166
Food Stamps:	86,492
Medical Assistance:	115,758
P.A. Grant Reduction:	<u>13,600</u>
 TOTAL:	\$ 412,016
Repayment Agreements:	\$ 58,229
Food Stamps Disqualifications:	\$ <u>6,355</u>
 GRAND TOTAL:	\$ 476,600 (Breakdown attached)

MONTHLY INVESTIGATION UNIT STATISTICS FOR 1991

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Y-T-D
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------

))>--VALIDATIONS--													
ADC CASES	51	30	33	40	37	40	50	45	34	54	49	37	500
ADC CASES DENIED	19	9	16	17	13	5	25	14	14	25	24	12	193
ADC-U CASES	18	8	12	2	7	5	1	7	3	2	5	2	72
ADC-U CASES DENIED	8	4	5	0	4	1	0	1	1	0	1	0	25
HR CASES	54	47	40	33	35	39	53	37	50	52	49	53	542
HR CASES DENIED	22	23	13	10	12	15	19	16	25	22	19	25	221
*****													
TOTAL CASES	123	85	85	75	79	84	104	89	87	108	103	92	1,114
TOTAL DENIALS	49	36	34	27	29	21	44	31	40	47	44	37	439
X DENIAL RATE	40%	42%	40%	36%	37%	25%	42%	35%	46%	44%	43%	40%	39%

))>--DENIAL REASONS--													
EXCESS RESOURCES/INCOME	12	8	6	5	6	3	6	6	7	7	5	7	78
NOT AT ADDRESS GIVEN	11	5	3	1	3	2	3	5	4	8	5	6	56
FAILED TO CONTACT OUR UNIT	3	8	8	2	2	1	7	4	12	15	8	5	75
NO SHOW FOR APPOINTMENT	6	3	5	0	1	1	5	4	1	6	3	5	40
WITHDREW AFTER VALIDATION	5	7	5	6	7	6	13	8	11	8	13	9	98
OTHER	12	5	7	13	10	8	10	4	5	3	10	5	92
*****													

))>--SAVINGS--													
P.A. SAVINGS	122403	114653	115435	112500	113771	9008	118862	113966	118827	120028	120840	115873	196,166
F.S. SAVINGS	110386	6358	6828	5334	6294	3616	8983	6208	8597	8481	9313	6094	86,492
M.A. SAVINGS	113166	9044	9344	7450	7886	5130	111892	8138	10100	112546	111892	9170	115,758
TOTAL SAVINGS	145955	130055	131607	125284	127951	117754	139737	128312	137524	141055	142045	131137	398,416

))>--GRANT REDUCTIONS--													
ADC - CASES	9	5	6	2	8	4	15	5	4	7	10	7	82
ADC - SAVINGS	1008	560	672	224	896	448	1680	560	448	784	1120	784	9,184
HR - CASES	10	4	5	5	6	3	11	1	4	3	7	5	64
HR - SAVINGS	690	276	345	345	414	207	759	69	276	207	483	345	4,416
*****													
TOTAL CASES	19	9	11	7	14	7	26	6	8	10	17	12	146
TOTAL SAVINGS	1698	836	1017	569	1310	655	2439	629	724	991	1603	1129	13,600

))>--ABSENT PARENT--													
ABSENT PARENT REFERRALS	37	33	49	45	45	48	37	46	30	57	52	42	521

))--FS DISQ. CONSENT AGREE.-													
NUMBER CASES	0	1	2	0	1	2	0	0	0	2	0	0	8
AMOUNT INVOLVED	0	110	3564	0	142	747	0	0	0	1792	0	0	6,355

))>--REPAYMENT AGREE.--														
NUMBER OPEN	1	0	3	3	1	1	9	1	1	2	6	7	5	39
AMOUNT OPEN	387	0	1388	1830	663	410	8194	454	776	3765	2794	3939	24,600	
NUMBER CLOSED	10	9	11	8	10	7	13	7	8	13	10	6	112	
AMOUNT CLOSED	1980	2347	6447	2744	2146	2293	3617	1331	1658	3996	2755	2315	33,629	
*****														
TOTAL AMOUNT	2367	2347	7835	4574	2809	2703	111811	1785	2434	7761	5549	6254	58,229	

))>--FRAUD ARRESTS--													
NUMBER ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0
AMOUNT INVOLVED	0	0	0	0	0	0	0	0	0	0	0	0	0

))>--CONVICTIONS--													
NUMBER RECEIVED	0	0	0	0	0	0	0	0	0	0	0	0	0
AMOUNT INVOLVED	0	0	0	0	0	0	0	0	0	0	0	0	0

MEDICAL SERVICES UNIT

Transportation for Medicaid clients to Medicaid-covered appointments is arranged by the Medical Services Unit.

Taxi (including ARC)	3,932
Wheelchair van	606
Ambulance	821
Office for the Aging	863
Transportation aides	1,859

Five new Medicaid providers were enrolled in 1991.

RESOURCE DEPARTMENT

The Resource Department has the responsibility of assessing and collecting monies due to the agency, including mortgages, accident liens, estates, fraud and non-fraud repayments, and third party health insurance claims.

The following is a breakdown of monies received by the Resource Department in 1991:

Assignment of Proceeds	\$ 83,251.93
Estates	82,733.67
Retroactive SSI	73,844.52
Satisfactions of Mortgages	24,153.43
Social Security and SSI	31,060.99
Non-fraud Repayments	22,803.20
Fraud Repayments	3,154.75
Accident Lien	242.00
Excess Resources	8,090.68
Medical Assistance Overpayment	15,287.48
Miscellaneous	<u>50,572.63</u>
<b>TOTAL</b>	<b>\$ 395,195.28</b>

Burial applications are taken by the Resource Department and totalled 26 for 1991.

The Resource Department also conducts resource clearances, which are reports sent to area banks to detect unreported accounts. In 1991, 66 resource clearances were completed.

Review of third party health insurance of Medicaid clients, its entrance and monitoring on the MMIS computer system is also handled by the Resource Department.

DEPARTMENT OF SOCIAL SERVICES

FISCAL

GENERAL ADMINISTRATION

Disbursements:

Personal Services	1,708,882
Equipment	183
Contractual	378,976
Employee Benefits	<u>395,897</u>
	2,483,938

Credits:

State Reimbursement	571,419
Federal Reimbursement	1,214,066
Refunds	<u>24,433</u>
	1,809,918
Net Local Cost	<u>674,020</u>

	<u>1990</u>	<u>1991</u>	Increase/ (Decrease)
Gross Cost	2,592,048	2,483,938	<108,110>
Net Local Cost	569,748	674,020	104,272

## PURCHASE OF SERVICES

### Disbursements:

Purchase of Service	25,723
Day Care NPA	78,180
Catholic Charities-Court Diver.	<u>77,475</u>
	181,378

### Credits:

State Reimbursement	102,137
Federal Reimbursement	77,349
Refunds	<u>0</u>
	<u>179,486</u>
Net Local Cost	1,892

	<u>1990</u>	<u>1991</u>	Increase/ (Decrease)
Gross Cost	199,877	181,378	<18,499>
Net Local Cost	25,429	1,892	<23,537>

MEDICAL ASSISTANCE & MMIS

Disbursements: 3,492,019

Credits:

	MA	MMIS	
State Reimbursement:	158,628	158,192	
Federal Reimbursement	< 14,984 >		
Refunds	355,983		
	<hr/> 182,371	<hr/> 158,192	<hr/> 340,563
Net Local Cost			3,151,456

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Net Local Cost	3,075,959	3,151,456	75,497

AID TO DEPENDENT CHILDREN

Disbursements; 3,473,878

Credits:

State Reimbursement	920,075	
Federal Reimbursement	1,388,295	
Refunds	<u>367,601</u>	
		<u>2,675,971</u>

Net Local Cost 797,907

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Cost	2,852,730	3,473,878	621,148
Net Local Cost	734,947	797,907	62,960

CHILD WELFARE

Disbursements: 1,485,031

Credits:

State Reimbursement	500,322	
Federal Reimbursement	471,098	
Refunds	<u>73,865</u>	<u>1,045,285</u>
Net Local Cost		439,746

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Cost	1,052,631	1,485,031	432,400
Net Local Cost	328,755	439,746	110,991

**TITLE IV-D PROGRAM**

**Disbursements:** 0

**Credits:**

Incentives	73,179	73,179
Net Local Revenue		73,179

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Net Local Revenue	65,643	73,179	7,536

A

JUVENILE DELINQUENTS

Disbursements: 1,298,494

Credits:

State Reimbursement	432,224	
Federal Reimbursement	0	
Refunds	<u>57,907</u>	<u>490,131</u>
Net Local Cost		808,363

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Cost	919,103	1,298,494	379,391
Net Local Cost	453,755	808,363	354,608

## HOME RELIEF

Disbursements: 463,540

Credits:

State Reimbursement	219,518	
Refunds	<u>53,991</u>	<u>273,509</u>
Net Local Cost		190,031

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Cost	310,303	463,540	153,237
Net Local Cost	129,552	190,031	60,479

HEAP

Disbursements:

606,228

Credits:

Federal Reimbursement	601,682	
Refunds	<u>887</u>	<u>602,569</u>
Net Local Cost		3,659

EMERGENCY AID TO ADULTS

Disbursements: 1,548

Credits:

State Reimbursement	774	
Refunds	<u>0</u>	<u>774</u>
Net Local Cost		774

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Cost	1,354	1,548	194
Net Local Cost	354	774	420

## BURIALS

Disbursements: 34,683

Credits:

State Reimbursement	11,625	
Refunds	<u>0</u>	<u>11,625</u>
Net Local Cost		23,058

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
# of Burials	31	25	<6>
Gross Cost	44,225	34,683	<9,542>
Net Local Cost	31,205	23,058	<8,147>

## AVERAGE CASELOAD STATISTICAL REPORT

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>	<u>Percent of Change</u>
MA SSI	844	864.	20	2.37+
MA	1,075	1,168	93	8.65+
ADC	480	570	90	18.75+
FC	88	88	<0>	0.00+
JD	32	44	12	37.50+
HR	69	104	35	50.72+

MA = Medical Assistance

ADC = Aid to Dependent Children

FC = Foster Care

JD = Juvenile Delinquents

HR = Home Relief

## AVERAGE COST PER CASE

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>	<u>Percent of Change</u>
MA				
ADC	5,943	6,095	152	2.56+
FC	11,962	16,875	4,913	41.07+
JD	28,722	29,511	789	2.75+
HR	4,497	4,457	<40>	.89-
BURIALS	1,427	1,387	<40>	2.80-

1991 REIMBURSEMENT BREAKDOWN

	<u>Net Expenditures</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Local Share</u>
General Administration	2,459,505	1,214,066	571,419	674,020
Title XX POS	181,379	77,349	102,138	1,892
MA	<243,115>	<14,984>	<158,628>	<69,503>
MMIS (Local Share)	3,220,959			3,220,959
Aid to Dependent Child.	3,106,277	1,388,295	920,075	797,907
Foster Care	1,411,166	471,098	500,322	439,746
Child Support Incentive	<73,179>			<73,179>
Juvenile Delinquents	1,240,587		432,224	808,363
JOBS	11,747	5,410	3,173	3,164
Home Relief	409,549		219,518	190,031
HEAP	606,228	602,569		3,659
Emerg. Aid to Adults	1,548		774	774
Burials	34,683		11,625	23,058
	12,367,334	3,743,803	2,602,640	6,020,891

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Gross Local Funds	11,934,743	12,367,335	432,592
Net Local Cost	5,300,674	6,020,891	720,217

NET LOCAL COST FOR 1991

	<u>Budgeted</u>	<u>Actual</u>	<u>Surplus/ (Deficit)</u>
Gen. Administrative	428,971	674,020	<245,049>
Title XX POS	28,173	1,892	26,281
Medical Assistance	15,500	<69,503>	85,003
MMIS	3,414,200	3,220,959	193,241
Aid to Depend. Children	848,300	797,907	50,393
Foster Care	624,302	439,746	184,556
Child Support Incentive	<62,000>	<73,179>	11,179
Juvenile Delinquents	899,835	808,363	91,471
JOBS	6,750	3,164	3,586
Home Relief	238,700	190,031	48,669
HEAP	0	3,659	<3,659>
Emergency Aid to Adults	1,500	774	726
Burials	33,300	23,058	10,242
	<hr/> 6,477,531	<hr/> 6,020,891	<hr/> 456,640

FISCAL SUMMARY

(1991)

	<u>Expenditures</u>	<u>Credits</u>
General Administration	2,483,938	1,809,918
Title XX POS	181,379	179,487
Medical Assistance	112,868	182,371
MMIS	3,379,151	158,192
Aid To Dependent Children	3,473,878	2,675,971
Foster Care	1,485,031	1,045,285
Juvenile Delinquents	1,298,494	490,131
JOBS	11,747	8,583
Home Relief	463,540	273,509
HEAP	606,228	602,569
Emergency Aid to Adults	1,548	774
Burials	34,684	11,625
Title IV-D Program	0	73,179
Total	13,532,485	7,511,594

Net Local Cost For 1991: 6,020,891

	<u>1990</u>	<u>1991</u>	<u>Increase/ (Decrease)</u>
Net Local Cost	5,300,674	6,020,891	720,217