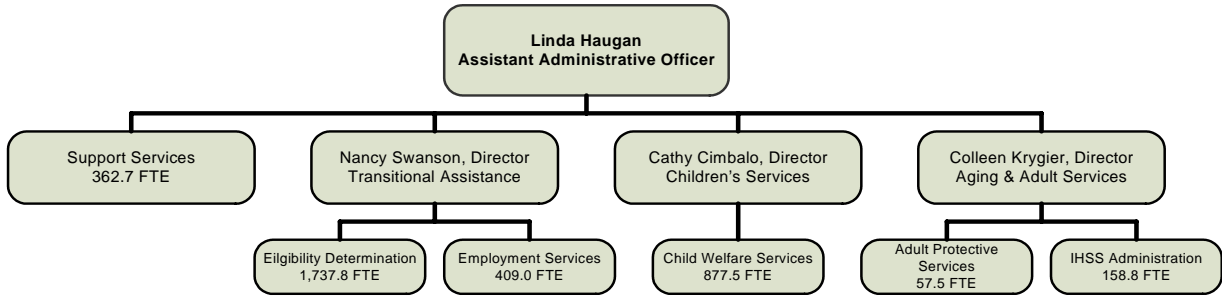


# HUMAN SERVICES - ADMINISTRATIVE CLAIM

## MISSION STATEMENT

The Human Services works to build a healthy community by strengthening individuals and families, enhancing quality of life and valuing people.

## ORGANIZATIONAL CHART



## DESCRIPTION OF MAJOR SERVICES

This budget unit represents the administrative claim made by the county for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (Eligibility and Employment Services), Department of Children’s Services (DCS), Adult Services programs of the Department of Aging and Adult Services (DAAS), and the administrative support and training functions provided by HSS Administration and the Performance, Education and Resource Center (PERC).

### Transitional Assistance Department (TAD)

TAD strives to meet the basic needs of individuals and families while working with them to attain self-sufficiency. TAD is responsible for the administration of the financial support programs that assist the needy with basic services. The primary services provided are statutory mandates and include: Transitional Assistance to Needy Families (TANF), food stamps, Medi-Cal, foster care administration, general relief assistance, CalWORKs – Employment Services Program and child care. All programs are funded by a combination of federal, state, Realignment and county dollars, with the exception of the general assistance program, which is funded solely by the county.

TAD-Eligibility ensures a proper mix of basic services that include, but are not limited to, screening applications for type of services needed, conducting eligibility determinations for the above mentioned services, calculating ongoing benefit issuance, and referring customers to appropriate agencies for services not provided by TAD.

TAD-Employment Services provides its customers remedial and/or basic education, and vocational or on-the-job training to prepare participants to enter the job market. Eligible customers receive supplemental funding for ancillary, childcare, and transportation costs during their active participation in the program. Failure to comply with program requirements results in loss or reduction of the participants’ TANF subsistence payments.

### Department of Children’s Services (DCS)

DCS is a collection of programs aimed at reducing the occurrence of child abuse and neglect in San Bernardino County. The primary goal of these programs is maintaining families whenever possible. When not possible, the secondary goal is to provide the best permanent plan for the child removed from his or her caretaker. To accomplish the mission of DCS, a wide variety of services are offered. Child Protective Services is the program with the highest visibility, with the goal of prevention of abuse to minors and the protection of those abused.



Other DCS programs include:

- Emergency Response (ER): investigates allegations of child abuse and neglect and makes immediate plans to ensure the safety of endangered children. This is often the “front door” for clients entering the Child Welfare System.
- Family Maintenance (FM): builds on families’ strengths and helps to remove barriers so children can remain safely at home.
- Family Reunification (FR): works to make the family environment a safe one so children can return home.
- Permanency Planning (PP): ensures that children who are unable to live safely with their birth families can grow up in a safe and secure permanent living arrangement.
- Foster Parent Recruitment and Training, along with Foster Home Licensing: maintains and creates out-of-home placement resource options throughout the county.
- Adoptions: performs assessments of adoptive families and matches children with permanent families when their birth families are no longer an option.
- Independent Living Program: assists youth in successfully transitioning out of the foster care system.

#### Department of Aging and Adult Services (DAAS)

DAAS serves as the area agency on aging for this county under the provisions of federal law, which makes funds available to senior citizen programs. Area agencies on aging provide leadership for defining objectives, establishing priorities, and developing a system to deliver services to older people. DAAS has a separate consolidated budget for the state and federally funded aging programs, which is presented in its own section under Aging Programs. DAAS is also responsible for the In-Home Supportive Services (IHSS) and the Adult Protective Services (APS) programs, which are budgeted in the Human Services System Administrative Claim budget.

The IHSS program provides personal and domestic services for aged, disabled and blind persons enabling them to remain in their own homes rather than being placed in institutions. The program is operated by the use of the individual provider mode, which is paid directly to the provider by the state. The state then invoices the county for its portion of the individual provider costs. In addition, the county incurs expenses for supervision and administration of the program. These expenses are reflected in the HSS Administrative Claim budget unit. The federal share represents Medicaid dollars made available through participation in the Personal Care Services Program (PCSP).

The APS program investigates and resolves reports on elder and dependent adult abuse. The program provides a wide variety of services in resolving and preventing exploitation or neglect. The services include the investigation of issues, developing a service plan, counseling, referring to other community resources including the IHSS program, monitoring the progress of the client, and following up with the client.

#### **BUDGET AND WORKLOAD HISTORY**

	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>Actual 2004-05</b>	<b>Budget 2005-06</b>
Appropriation	297,237,339	323,382,345	304,201,249	334,612,841
Departmental Revenue	285,737,278	310,052,303	290,027,409	317,973,721
Local Cost	11,500,061	13,330,042	14,173,840	16,639,120
Budgeted Staffing		3,576.7		3,607.3

#### **Workload Indicators**

TAD Average Monthly Caseload	205,906	218,496	203,989	225,302
DCS Referrals - Annual	53,599	57,004	58,025	59,854
DCS Average Monthly Caseload	6,904	8,821	8,800	8,800
IHSS Average Monthly Caseload	15,328	16,959	15,849	17,008
IHSS Annual Paid Hours	14,995,491	16,407,161	15,921,261	17,045,512

Overall expenditures in this budget unit were \$19.2 million below budget. Significant variances from final budget were:

- ◆ Salary and benefit expenditures were \$8.6 million below budget. Continued attrition and HSS's continued inability to quickly fill positions as they become vacant account for most of these savings.



- ◆ Services and supplies expenditures were \$3.0 million below budget. Under-expenditures were experienced in Comnet charges, equipment, computer software and hardware, utilities, central mail services and vehicle charges.
- ◆ Other charges were \$7.8 million below budget. Under-expenditures occurred in CalWORKs ancillary payments and costs of contracted services to clients. Significant savings (\$5.4 million) were also realized in IHSS Provider payment costs as a result of the IHSS Waiver applied for by the State and granted by the Federal government in late 2003-04.
- ◆ Equipment purchases were \$0.2 million over budget. This was due to tele-conferencing equipment approved by the Board and purchased late in the fiscal year.

While revenue decreased in near direct proportion to the decrease in expenditures, it was still adequate to keep this budget unit near budgeted local cost. Because of outstanding encumbrances, actual local cost exceeded budgeted local cost by \$0.8 million. A combination of furniture and data equipment/software purchase orders, which were issued late in the fiscal year, comprises most of this outstanding encumbrance balance. Receipt of product and services covered by these encumbrances could not be substantiated by year-end and, therefore, precluded the accrual of offsetting revenue. Although local cost was exceeded in this budget unit, total local cost of the HS Administrative Claim and HS Subsistence budget units remains within the total local cost approved by the Board in the 2004-05 budget.

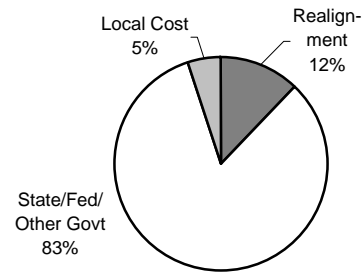
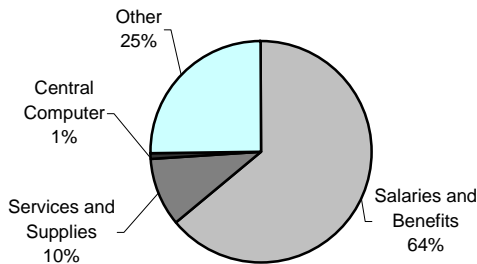
Workload Indicators

Actual Transitional Assistance (TAD) monthly caseload has slightly declined from the previous year and is 6.4% lower than the 2004-05 budget. Regardless of this decrease, it is still anticipated that changes in Medi-Cal eligibility, which allows more people to qualify for aid, will contribute to higher caseload in 2005-06.

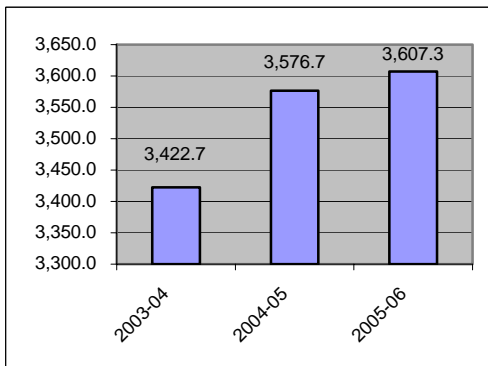
- ◆ Department of Children’s Services (DCS) referrals increased by over 8% in 2004-05, outpacing the budgeted growth of 6%. Average monthly caseload increased over 27% in 2004-05 and is in line with budgeted growth.
- ◆ In-Home Supportive Services (IHSS) monthly caseload increased over 3% in 2004-05 and is expected to expand at a rapid pace in the future. IHSS annual paid hours increased at a rate of over 6% in 2004-05 and are also expected to increase at approximately the same rate in the future.

**2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY**

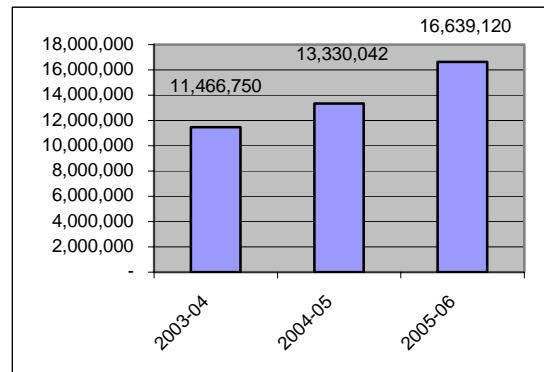
**2005-06 BREAKDOWN BY FINANCING SOURCE**



**2005-06 STAFFING TREND CHART**



**2005-06 LOCAL COST TREND CHART**



GROUP: Human Services  
DEPARTMENT: HSS Administrative Claim Budget  
FUND: General

BUDGET UNIT: AAA DPA  
FUNCTION: Public Assistance  
ACTIVITY: Administration

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	199,581,623	208,186,984	211,471,996	3,578,356	215,050,352
Services and Supplies	29,494,611	32,437,229	34,171,152	(923,096)	33,248,056
Central Computer	2,755,935	2,755,935	3,195,131	-	3,195,131
Other Charges	40,288,411	48,128,267	45,661,893	(1,202,372)	44,459,521
Equipment	404,434	229,000	229,000	191,000	420,000
Vehicles	-	-	-	500,000	500,000
L/P Equipment	202,848	254,801	254,801	71,220	326,021
Transfers	31,882,185	32,196,002	32,196,002	3,333,495	35,529,497
Total Exp Authority	304,610,047	324,188,218	327,179,975	5,548,603	332,728,578
Reimbursements	(1,287,532)	(1,625,014)	(1,625,014)	72,701	(1,552,313)
Total Appropriation	303,322,515	322,563,204	325,554,961	5,621,304	331,176,265
Operating Transfers Out	878,734	819,141	819,141	2,617,435	3,436,576
Total Requirements	304,201,249	323,382,345	326,374,102	8,238,739	334,612,841
<b>Departmental Revenue</b>					
Fines and Forfeitures	10,957	-	-	15,000	15,000
Use of Money and Prop	-	-	-	5,500	5,500
Realignment	40,670,488	44,249,808	44,226,141	(3,811,622)	40,414,519
State, Fed or Gov't Aid	249,027,568	264,823,495	264,680,841	11,580,361	276,261,203
Current Services	(49,097)	364,000	364,000	658,500	1,022,500
Other Revenue	319,485	585,000	585,000	(360,000)	225,000
Other Financing Sources	48,008	30,000	30,000	-	30,000
Total Revenue	290,027,409	310,052,303	309,885,982	8,087,739	317,973,721
Local Cost	14,173,840	13,330,042	16,488,120	150,999	16,639,120
Budgeted Staffing		3,576.7	3,576.7	30.6	3,607.3

### 2005-06 Requirements

Due to uncertainties about the state budget and the lack of specifics regarding possible effects on social services programs, HSS has prepared the 2005-06 budget with the assumption that allocations will remain stable for TAD and DCS. DAAS is expected to receive a significant increase to its' IHSS Administration allocation. The state does not prepare allocations until after the state budget is approved; therefore, HSS will not receive funding notifications until late summer of 2005. Any significant differences between this budget and actual allocations received from the state will be addressed in a mid-year budget adjustment as needed.

Highlights of the changes between budget years are as follows:

- ◆ Overall, staffing will increase only 30.6 positions or 8/10ths of 1 percent since the 2004-05 final budget. Several classifications were reduced while others were augmented to fit the needs of the departments because of program needs and/or reorganization.

	TAD	DCS	DAAS	Support	Total
2004-05 final budget	2,136.75	870.00	180.75	389.25	3,576.75
2005-06 final budget	2,147.75	878.50	217.25	363.85	3,607.35
Difference between 2004-05 final budget & 2005-06 proposed budget	11.00	8.50	36.50	-25.40	30.60

- ◆ Salary and benefit costs will increase \$6.9 million. This increase is a combination of additional staff, negotiated MOU increases, salary step increases, and worker's compensation cost increases. These increased costs are possible due to funding increases received in 2004-05, continued access to CalWORKs incentive funds, and ongoing cost containment efforts implemented by HSS in the services, supplies and



equipment accounts. It is also projected that increased costs will be mitigated by savings resulting from attrition and HSS's continued inability to quickly fill positions as they become vacant.

- ◆ Services and supplies costs will increase \$0.8 million. A \$0.25 million savings in COWCAP is offset by a \$1.0 million increase in the Computer Hardware, Software, and General Maintenance of Equipment expenses.
- ◆ Other charges for services to clients will decrease \$3.7 million. This is primarily due to savings made possible by the IHSS federal waiver. The waiver changes the requirements necessary for cases to be eligible for federal funding. Cases that previously were funded by a 65/35 state/county sharing ratio will now be eligible for additional federal funding which decreases the costs of this program to the county.
- ◆ Equipment costs will increase \$0.7 million. This is due to the planned replacement of aging copiers and vehicles throughout HSS.
- ◆ Transfers to reimburse other county departments for services provided will increase \$3.3 million. These increased costs are due to new MOU's between TAD and Probation and TAD and Public Health.
- ◆ Reimbursements from other county departments for services provided by HSS will decrease \$0.1 million. This reflects less demand for HSS administrative assistance to non-welfare departments due to completion of projects and/or reorganization.
- ◆ Operating transfers out will increase \$2.6 million. These increases are due to projected increases in Local Cost of the IHSS Public Authority, health benefits for IHSS Providers and the advance of funds necessary to pay for the benefits.

## REVENUE

Funding from federal and state sources is projected to increase \$7.1 million from 2004-05 levels. Significant revenue changes between budget years are as follows:

- ◆ Funding for TAD programs is projected to increase \$1.6 million from the prior fiscal year. This is a result of decreases of \$6.7 million in CalWORKs funding, \$1.9 million in Food Stamp Administration funding, \$1.9 million in C-IV funding, \$2.1 million in Childcare Administration funding, \$0.6 million in Foster Care Administration and other miscellaneous funding. These decreases are more than offset by an increase of \$1.3 million in Medi-Cal funding and the planned use of \$13.5 million more CalWORKs Incentive funds than was budgeted in 2004-05.
- ◆ Funding for DCS programs is projected to increase \$4.1 million from 2004-05 levels. Most of this is a result of increases in Child Welfare Services (CWS) funding.
- ◆ Funding for DAAS programs is projected to increase \$4.4 million from 2004-05 levels. This is a result of expected increases of \$3.5 million in IHSS Administration funding and \$0.9 million in Adult Protective Services (APS) funding.
- ◆ Funding from other miscellaneous revenue sources is expected to increase \$0.8 million.
- ◆ Use of Social Services Realignment funding is projected to decrease \$3.8 million. This is a result of the IHSS Waiver granted by the Federal government in late 2003-04. **Even with this decrease in Realignment use, estimated ongoing expenditures still far outpace revenue in this account.**

## LOCAL COST

All HSS programs are state and/or federal mandates and the county share of funding is either mandated as a percentage of total program costs or as fixed maintenance of effort. County share is comprised of a combination of local funding sources and revenue from the Social Services Realignment fund. The Social Services Realignment fund was created during the State Realignment process to offset local cost and is limited to use for designated social services programs.

In aggregate the HSS Administrative Claim Budget Unit requires a net additional local cost of \$3.2 million, which has been included in the targets presented by the County Administrative Office and approved by the Board. Changes to local funding requirements are as follows:

- ◆ TAD programs will require \$0.2 million less county share. Funding has decreased \$4.0 million yet, because most TAD programs require a fixed Maintenance of Effort (MOE) as county share, only \$0.2 million local share is saved.

- ◆ DCS programs will require \$0.2 million more county share. A \$4.1 million increase in CWS funding requires a match of only \$0.2 million in local share.
- ◆ DAAS programs will require \$0.3 million more county share. A \$4.2 million increase in IHSS Administration funding requires a match of only \$0.3 million in local share while a \$0.5 million increase in APS funding requires no additional county share.
- ◆ An additional \$2.4 million has been allocated to fund projected IHSS caseload growth.
- ◆ An additional \$0.5 million county share is allocated to fund mandated county costs associated with the development of the C-IV Statewide Automated Welfare System and it's continued maintenance and operation.

All local cost figures are estimates and are dependent upon final allocations from the state after the state budget has been passed. Changes arising from the state budget will be managed closely by HSS and significant changes will be brought forward to the Board of Supervisors in a Mid-Year Budget agenda item, if necessary.

## SOCIAL SERVICES REALIGNMENT FUNDS

The need for additional revenue from Realignment is driven by the increase in county share of cost for social services programs, the largest of which are costs for IHSS Provider services and Foster Care payments. Caseload growth, higher salary and benefit costs for IHSS providers and higher Foster Care placement costs continue to rapidly outpace receipts and draw down fund balance in this account. As this continues, additional local county general fund dollars will be required to pay for any mandated HSS program cost that cannot be covered by Realignment receipts.

### Social Services Realignment Detail of Changes from 2004-05 to 2005-06 (in millions)

	2004-05	2005-06	
	Actual	Proposed Budget	Inc/(Dec)
Administrative Claim budget	12.7	11.5	(1.2)
IHSS provider payments/benefits	27.7	28.6	0.9
IHSS Public Authority	0.3	0.3	-
Foster Care	24.0	26.6	2.6
Aid to Adoptive Children	2.8	3.4	0.6
Seriously Emotionally Disturbed Children	1.5	2.2	0.7
<b>Total Social Services</b>	<b>69.0</b>	<b>72.6</b>	<b>3.6</b>
Probation	-	2.7	2.7
California Children's Services	1.9	1.5	(0.4)
Financial Administration-MOE	1.8	1.8	-
<b>Grand Total</b>	<b>72.7</b>	<b>78.6</b>	<b>5.9</b>



**History of Social Services Realignment and Local Cost  
HSS Administrative Budget and Subsistence Budgets**

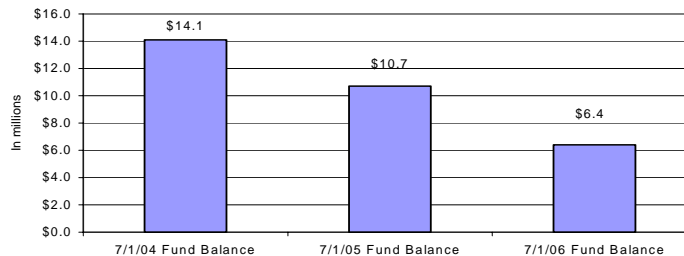
<u>In millions</u>	99/00	00/01	01/02	02/03	03/04	04/05 Actual	05/06 Budget
<u>Administrative budget (DPA)</u>							
Realignment	8.0	8.4	10.4 *	15.8 **	12.8	12.7	11.5
Local cost	8.2	11.4	13.1	12.3	11.5	14.1	14.1
<u>IHSS Providers (DPA)</u>							
Realignment	12.7	14.2	18.4	23.5	28.6	27.7	26.6
Local cost	-	-	-	-	-	-	2.4
<u>IHSS Public Authority (DPA)</u>							
Realignment			0.1	0.2	0.2	0.3	2.3
<u>Foster Care (BHI)</u>							
Realignment	16.7	19.1	21.4	23.3	23.8	24.0	26.6
Local cost	14.2	16.7	14.0	13.9	13.8	13.6	14.7
<u>Aid to Adoptive Children (ATC)</u>							
Realignment	0.5	0.5	0.7	1.5	2.0	2.8	3.4
Local cost	0.3	0.6	1.0	0.9	1.3	1.0	1.5
<u>Seriously Emotionally Disturbed (SED)</u>							
Realignment	0.9	0.9	0.9	1.5	1.3	1.5	2.2
Local cost	0.3	0.5	0.7	0.5	0.6	0.7	1.0
<u>All other subsistence budgets</u>							
Local cost	6.3	4.7	6.1	6.5	6.6	6.4	7.3
<b>Total Realignment - Social Svcs</b>	<b>38.8</b>	<b>43.1</b>	<b>51.9</b>	<b>65.8</b>	<b>68.7</b>	<b>69.0</b>	<b>72.6</b>
<b>Total Local - Social Svcs</b>	<b>29.3</b>	<b>33.9</b>	<b>34.9</b>	<b>34.1</b>	<b>33.8</b>	<b>35.8</b>	<b>41.0</b>
<b>Total Social Services</b>	<b>68.0</b>	<b>77.0</b>	<b>86.8</b>	<b>99.9</b>	<b>102.5</b>	<b>104.8</b>	<b>113.6</b>
Probation	6.4	4.5	4.5	4.5	-	-	2.7
California Children's Services	1.3	1.3	1.3	1.4	1.5	1.9	1.5
Financial Administration-MOE	1.8	1.8	1.8	1.8	1.8	1.8	1.8
<b>Grand Total Realignment</b>	<b>48.3</b>	<b>50.7</b>	<b>59.5</b>	<b>73.5</b>	<b>72.0</b>	<b>72.7</b>	<b>78.6</b>

\* 01/02 Includes one-time needs of \$300,000  
 \*\* 02/03 Includes one-time needs of \$4.6 million

**Social Services Realignment Fund Balance  
(in millions)**

2004-05	Activity	Change
July 1, 2004 Fund Balance	14.1	
Actual Expenditures	(72.7)	
Actual Revenues	69.3	
10% Transfer from Beh. Health	-	
<b>June 30, 2005 Estimated Fund Balance</b>	<b>10.7</b>	<b>(3.4)</b>
2005-06	Activity	Change
July 1, 2005 Estimated Fund Balance	10.7	
Estimated Expenditures	(78.6)	
Estimated Revenues	74.3	
10% Transfer from Beh. Health	-	
<b>June 30, 2006 Estimated Fund Balance</b>	<b>6.4</b>	<b>(4.3)</b>

Social Services Realignment Fund Balance



**FUNDING AND STAFFING BY PROGRAM  
2005-06**

<b>Transitional Assistance Department</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
CalWorks - Eligibility	27,329,465	21,689,788	5,639,677	376.0
Food Stamps	28,818,016	24,517,704	4,300,312	395.0
CalWorks - Welfare to Work	39,378,954	39,378,954	-	409.0
Medi-Cal	51,443,683	51,443,683	-	708.0
Foster Care Administration	4,673,462	3,955,843	717,619	65.0
Child Care Administration	13,573,737	13,560,584	13,153	187.8
CalWorks - Mental Health	5,626,791	5,626,791	-	-
Cal-Learn	1,483,432	1,483,432	-	-
CalWorks - Incentive Funds	16,332,444	16,332,444	-	-
General Relief Administration	505,694	-	505,694	7.0
Other Programs	1,055,562	833,382	222,180	-
<b>Total</b>	<b>190,221,240</b>	<b>178,822,605</b>	<b>11,398,635</b>	<b>2,147.8</b>

<b>Department of Children's Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
Child Welfare Services	75,788,867	65,383,706	10,405,161	794.3
Promoting Safe and Stable Families	3,151,286	3,151,286	-	-
Foster Training and Recruitment	265,959	265,959	-	2.7
Licensing	809,753	809,753	-	-
Support and Therapeutic Options Program	874,651	615,661	258,990	-
Adoptions	4,471,175	4,471,175	-	47.0
ILP	2,181,364	2,181,364	-	23.0
Other Programs	1,084,808	1,084,808	-	11.5
<b>Total</b>	<b>88,627,863</b>	<b>77,963,712</b>	<b>10,664,151</b>	<b>878.5</b>

<b>Aging and Adult Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
In-Home Supportive Services	15,541,968	13,571,328	1,970,640	159.8
Adult Protective Services	5,568,887	5,344,990	223,897	57.5
IHSS Provider Payments	28,962,572	-	28,962,572	-
IHSS Provider Benefits	500,000	-	500,000	-
Contribution to Aging	420,906	-	420,906	-
IHSS PA	336,576	-	336,576	-
Other Programs	-	-	-	-
<b>Total</b>	<b>51,330,909</b>	<b>18,916,318</b>	<b>32,414,591</b>	<b>217.3</b>

<b>Support</b>	<b>Staffing</b>
	<b>363.8</b>

<b>Non Revenue Generating Costs</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Share</b>	<b>Staffing</b>
PERC Training Expense	150,000	-	150,000	-
PERC Ethics Training	56,977	-	56,977	-
LLUMC - Child Assess Center	130,000	-	130,000	-
C-IV Developmnet & Staff	1,615,544	-	1,615,544	-
Other	2,480,308	1,856,566	623,742	-
<b>Total</b>	<b>4,432,829</b>	<b>1,856,566</b>	<b>2,576,263</b>	<b>-</b>

<b>Total Local Share</b>	<b>57,053,640</b>
<b>Social Services Realignment</b>	<b>40,414,520</b>
<b>Grand Total Administrative Budget</b>	<b>334,612,841</b>
	<b>277,559,201</b>
	<b>16,639,120</b>
	<b>3,607.3</b>

Changes by department are as follows:

**TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)**

**STAFFING CHANGES**

Although 2005-06 funding is expected to remain stable TAD has CalWORKs Incentive Funds at its' disposal. These funds will be used to fund potential salary and benefit increases as well an additional net of 11.0 positions (after reducing 31 FTE's and adding 42 FTE's in various classifications to meet program needs).



- ◆ 3 additional Child Care Provider positions are being added to provide the necessary coverage for all TAD district offices.
- ◆ 6 Employment Service Technician positions are being reduced, as these positions will be phased out through attrition.
- ◆ 15 Fiscal Clerk I positions are being added to meet the increased demand for issuances to CalWORKs customers.
- ◆ 1 additional FTE will be reduced in TAD after a combination of staffing adjustments necessary to meet program requirements.

### **PROGRAM CHANGES**

Use of CalWORKs Incentive Funds will allow TAD to maintain service levels and continue to meet mandated performance requirements. Stagnation of funding continues to force TAD to streamline its methods of service delivery. With the expectation that Incentive Funds will be exhausted in 2006-07, TAD has moved CalWORKs Employment Services Program staff from some stand-alone offices into larger TAD offices. This results in substantial savings of leased facility costs and centralization of services for CalWORKs clients. Clients can now apply for aid, obtain Employment Services counseling, arrange for training assistance, and coordinate subsidized child-care in one office. This effort to co-locate offices will continue into 2006.

CalWORKs Incentive Funds – \$22.7 million is expected to be available for use in 2005-06. Expenditures are limited to the direct support of CalWORKs clients in the form of goods or services, including services provided by TAD staff. However, it appears it will be necessary to utilize these funds to bridge the gap between increases in staffing costs and stagnant allocations. Current projections call for \$16.3 million in Incentive Funds being expended in 2005-06 in order for TAD to maintain service levels – leaving only \$6.4 million available in 2006-07.

### **DEPARTMENT OF CHILDREN'S SERVICES (DCS)**

#### **STAFFING CHANGES**

Expected increased funding in 2005-06 of approximately \$3 million will allow DCS to add a net of 8.5 positions (after reducing 24.5 FTE's and adding 33 FTE's in various classifications to meet program needs).

- ◆ 8 Intake Specialist positions are being added to meet the increased volume being experienced on the Child Abuse Hotline.

#### **PROGRAM CHANGES**

Funding increases have allowed DCS to add \$0.3 million to expenditures for direct services to clients. These expenditures are for services and supplies provided to clients in an effort to keep families intact. All such expenditures are directly charged to the Child Welfare Services allocation and will have no effect on other components of the HSS Administrative Claim budget unit.

### **DEPARTMENT OF AGING AND ADULT SERVICES (DAAS)**

#### **STAFFING CHANGES**

Expected increased funding in 2005-06 of approximately \$3.9 million will allow DAAS to add 36.5 positions.

- ◆ 6.75 Social Service Practitioner positions are being added to increase service delivery to DAAS customers.
- ◆ 6 Public Health Nurse II positions are being added to provide medically fragile adults in the IHSS and APS programs.
- ◆ 4 Social Worker II positions are being added in order to assist more customers receive the services necessary for them to remain at home.
- ◆ 4.25 net additional caseworker positions are being added in the form of 2.0 Eligibility Worker III, 0.25 Social Worker II and 2.0 Supervising Social Services Practitioners.
- ◆ 15.5 management and support staff positions are being added as result of increased customers to be served in 2005-06. These positions include 11 clerical positions, 1 Applications Specialist, 1 Secretary I, 1 Staff Analyst II and 1.5 Deputy Director positions.



The department will not begin the process of filling many of these positions until after allocation notifications are received from the state. If it is determined that funding falls short of expectations, the department will closely control staffing increases and will manage expenditures to remain within allocations.

### **PROGRAM CHANGES**

IHSS - Individual Provider costs. This program is an entitlement program that provides personal and domestic services for aged, blind and disabled persons, enabling them to remain in their homes rather than be institutionalized. Paid hours to IHSS providers in 2005-06 are expected to increase 3.9% over 2004-05. Local funding is required for the county share of the IHSS Individual Provider wages and benefits, and the operating costs of the IHSS Public Authority. An additional \$2.47 million of local funding is necessary due to projected caseload growth in 2005-06.

Additionally, local cost is given to the Aging budget through the HSS Administrative Claim budget to fund local match requirements in several Aging programs (Senior Employment, Supportive Services, Ombudsman, and Nutrition programs). In 2005-06, local cost budgeted in this budget unit will fund the following Aging programs:

Senior Employment Program	Local Share Match	36,000
Title III/VII Programs (Supportive Services Ombudsman, Nutrition)	Local Share Match	119,000
Title III E Family Caregiver Program	Local Share Match	117,906
Nutrition Program	Additional Local Share	148,000
	Total	<u>420,906</u>

### **SUPPORT DIVISIONS**

#### **STAFFING CHANGES**

Given the stagnant nature of state allocations, HSS is anticipating the need to reduce staffing levels because of expected increases in salary and benefit costs. Staffing studies resulted in support division reorganization allowing some consolidation of staff. All reductions in staffing have been, and are expected to continue to be, the result of attrition. In 2005-06 the support divisions are reducing staffing levels by a net of 31.4 positions (after reducing 83.4 FTE's and adding 52 FTE's in various classifications to meet program needs)

- ◆ 17 positions were reduced as a result of reorganization at Auditing.
- ◆ 8 C-IV positions were reassigned from ITSD to HSS Administration.
- ◆ PERC and HSS Personnel have allowed several clerical positions to be reduced via attrition as both continue to provide their core services with less staff due to stagnant allocations.

#### **PROGRAM CHANGES**

Net budget decreases of \$4.3 million have been made in administrative overhead costs, which are shared by all departments in this budget unit. The intent of these budget decreases is to ensure costs for HSS departments will decrease allowing them to continue to provide services to the public at Fiscal Year 2004-05 levels despite increasing costs and stagnant allocations.



The following chart provides an overview of the funding sources and local share requirements for the programs that are budgeted in the HSS Administrative Claim budget:

REVENUE SOURCE AND LOCAL COST BREAKDOWN

	Appropriation	Revenue		Revenue		Total	Local Cost	
		Federal	% Federal	State	% State		revenue/state	Local Share
<b>Transitional Assistance Department</b>								
Food Stamps	28,818,016	14,409,008	50%	10,086,306	35%	24,495,314	4,322,702	15%
<b>Single Allocation</b>				2				
CalWorks - Eligibility	27,329,465	12,984,096	48%	8,728,082	32%	21,712,178	5,617,287	21%
CalWorks - Mental Health	5,626,791	-	-	5,626,791	100%	5,626,791	-	-
CalWorks - Cal-Learn	1,483,432	1,483,432	100%	-	-	1,483,432	-	-
CalWorks - Welfare to Work	39,378,954	39,378,954	100%	-	-	39,378,954	-	-
CalWorks - Child Care Admin	7,503,050	7,503,050	100%	-	-	7,503,050	-	-
<b>Total Single Allocation</b>	<b>81,321,682</b>	<b>61,349,532</b>		<b>14,354,873</b>		<b>75,704,405</b>	<b>5,617,287</b>	
Medi-Cal	51,443,683	25,721,842	50%	25,721,842	50%	51,443,683	-	-
Foster Care Administration	4,673,462	2,516,605	54%	1,439,238	31%	3,955,843	717,619	15%
<b>Child Care Administration</b>								
Stage 2	4,279,880	2,855,250		1,424,630		4,279,880	-	-
Stage 3	1,153,385	774,112		379,273		1,153,385	-	-
CPS - GAPP	182,121	-		168,968		168,968	-	-
Federal Block Grant - FAPP	455,302	455,302		-		455,302	13,153	
CalWorks - Incentive Funds	16,332,444	11,332,444	100%	5,000,000		16,332,444	-	-
General Relief Administration	505,694	-		-		505,694	505,694	100%
Food Stamp Employment Tra	800,500	578,389	72%	-	0%	578,389	222,111	28%
Other	255,061	254,922	100%	69	0%	254,991	69	
<b>Total</b>	<b>190,221,240</b>	<b>120,247,406</b>		<b>58,575,198</b>		<b>178,822,605</b>	<b>11,398,635</b>	

This is the fixed County MCE for the CalWorks Single Allocation which is split between Eligibility and Food Stamps. \$9,939,989

Remainder of Single Allocation for Stage 1 Childcare is \$41,912,123 (provider payments) and is accounted for in ETP budget.

All childcare totals are for administration only. The remainder of these allocations are budgeted within the ETP budget.

This is the fixed County MCE for Childcare Administration. \$13,153

Department of Children's Services

Child Welfare Services - Basic	68,998,091	33,549,496	49%	25,043,434	36%	58,592,930	10,405,161	15%
Child Welfare Services - Augm	6,790,776	3,463,452	51%	3,327,324	49%	6,790,776	-	-
<b>CWS Total</b>	<b>75,788,867</b>	<b>37,012,948</b>		<b>28,370,758</b>		<b>65,383,706</b>	<b>10,405,161</b>	
Promoting Safe and Stable Fa	3,151,286	3,151,286	100%	-	-	3,151,286	-	-
Foster Training and Recruitme	265,959	167,774	63%	98,185	37%	265,959	-	-
Licensing	809,753	366,818	45%	442,935	55%	809,753	-	-
Support and Therapeutic Opti	874,651	-	-	615,661	70%	615,661	258,990	30%
Adoptions	4,471,175	2,119,337	47%	2,351,838	53%	4,471,175	-	-
ILP	2,181,364	2,181,364	100%	-	0%	2,181,364	-	-
Other Programs	1,084,808	465,022	43%	619,786	57%	1,084,808	-	-
<b>Total</b>	<b>88,627,863</b>	<b>45,464,549</b>		<b>32,499,163</b>		<b>77,963,712</b>	<b>10,664,151</b>	

Augmentation Funds shall be expressly used for Emergency Response, Family Maintenance, and Permanent Placement components of CWS and shall not be used to supplant existing CWS funds. These funds will be available only by exhausting the total CWS Basic allocation

Aging and Adult Services

In-Home Supportive Services	15,541,968	8,973,168	58%	4,598,160	30%	13,571,328	1,970,640	13%
Adult Protective Services	5,568,887	2,645,101	47%	2,699,889	48%	5,344,990	223,897	4%
IHSS Provider Payments Local	28,962,572	-	-	-	-	-	28,962,572	100%
IHSS Provider Benefits Local	500,000	-	-	-	-	-	500,000	100%
IHSS PA Local Cost Match	336,576	-	-	-	-	-	336,576	100%
Contribution to Aging Program	420,906	-	-	-	-	-	420,906	100%
Other Programs	-	-	-	-	-	-	-	-
<b>Total</b>	<b>51,330,909</b>	<b>11,618,269</b>		<b>7,298,049</b>		<b>18,916,319</b>	<b>32,414,591</b>	

This is the fixed County MCE for Adult Protective Services Administration. \$223,897

IHSS Provider Payments - State pays providers and the county is only billed for its local share of costs.

IHSS medical benefits local match of \$500,000.

Non Revenue Generating Costs

PERC Training Expense	150,000	-	-	-	-	-	150,000	100%
PERC Ethics Training	56,977	-	-	-	-	-	56,977	100%
LLUMC - Child Assess Center	130,000	-	-	-	-	-	130,000	100%
Other	4,065,852	-	-	-	-	1,856,566	2,239,286	55%
<b>Total</b>	<b>4,432,829</b>	<b>-</b>		<b>-</b>		<b>1,856,566</b>	<b>2,576,263</b>	

Other revenue directly offsets local cost

<b>Total Administrative Budget</b>	<b>334,612,841</b>	<b>177,330,224</b>	<b>53%</b>	<b>98,372,410</b>	<b>29%</b>	<b>277,559,202</b>	<b>57,053,640</b>	<b>17.1%</b>
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SOCIAL SERVICES REALIGNMENT

40,414,520

16,639,120

Local Cost Target



**DEPARTMENT: HSS Administrative Claim Budget**  
**FUND: General**  
**BUDGET UNIT: AAA DPA**

**BOARD APPROVED CHANGES TO BASE BUDGET**

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. TAD: Reduce Caseworkers By a Net of 9.75 FTE's With the implementation of state mandated program changes Transitional Assistance is beginning to realize efficiencies that has resulted in less need for caseworker positions. This net reduction of 9.75 FTE's consists of a reduction of 9 EWIII's; 6 EST's; an increase of 1 ESS; and an increase of 4.25 EWII's.	(9.8)	(489,181)	(489,181)	-
2. TAD: Add Clerical and Support Staff By a Net of 26.75 TAD has recognized a need for more clerical staff due to state mandated program changes. This net increase in FTE's consists of 3 child care providers; 6 EWSI's; 1 PSII; .75 PSE Translator; 2 SESSI's; 15 FCI's; 2 SFCI's; and a reduction of 1 PIC; 1 Sec. I; and 1 PSI.	26.8	1,444,871	1,444,871	-
3. DCS: Add Staff By a Net of 8.5 FTE's Program needs have brought about a need to shift FTE's. Increases include: 8 Intake Spec.'s; 2 SSA's; 6 SSSP's; 4.5 Clerk III's; 2 CWS Managers; 2 FCI's; 1 PSI; .5 Community Adv.; 1 Sec. II; 1 Lead Sec.; 4 County Counsel IV's; and 1 PSE. These increases will be offset by reductions in: 6 SSP's; 8.5 SWII's; .5 Chief Clerk; 3 Clerk II's; 1 Transcriber Typist; .5 Deputy Director; 2 County Counsel III's; 1 Exec. Sec. II; 1 ESA; and 1 SAIL.	8.5	592,437	592,438	(1)
4. DAAS: Increase Staff by 36.5 FTE's DAAS is expected to have increased funding in 2005-06 and will need additional staff to provide services for the mandated programs. The increase of 36.5 FTE's consists of: 2 EW III's; .25 SW I's; 4 SW II's; 6.75 SSP's; 2 SSSP's; 1 Secretary; 6 Public Health Nurse II's; 5 Clerk II's; 4 Clerk IV's; 2 PIC's; 1 Application Specialist; 1.5 Deputy Directors; and 1 Staff Analyst II.	36.5	2,651,360	2,651,360	-
5. Admin.: Increase Staff By 8.0 FTE's Contract staff for Children's Fund in addition to C-IV staff have been added to the Admin. Staff budget. This additions include: 1 Executive Assistant; 1 Application Maintenance Manager; 1 Technical Assistant; 4 Business Analysts; 1 Executive Administrative Assistant.	8.0	608,273	608,274	(1)
6. ITSD: Reduce Staff By 7.25 FTE's ITSD has experienced a reduction in the need for staff due to reorganization as a result of C-IV implementation. There is a need for an increase in FTE's for: 2.5 ASA II's; 3 AST's; 2 BSA III's; 1 Clerk III; 1.5 PSI's; 1 Storekeeper; .5 IT Tech. Asst. II; .75 PSE. Those increase will be offset by the following FTE decreases: 2 App. Spec.'s; 1.5 BSA I's; 1 Clerk II; 1 Prog. Analyst III; 1 ASA I; 1 ASA II; 1 BAM; 1 District Mgr.; 1 ESS; 1 EW II; 1 EW III; 1 EWS I; 1 IT Tech. Asst. II; 1 JESD Reg. Mgr.; 1 PSI; 1 Qual. Rev. Sup. I; 1 SESSI; and 1 Sup. Program Spec.	(7.3)	(560,352)	(560,351)	(1)
7. PDD: Increase Staff By 5.25 FTE's The Program Development Division has experienced a need for increased staff due to reorganization as a result of C-IV implementation. There is a need for an increase in FTE's for: .75 Clerk II; 4.5 Clerk III's; 1 PSII; and 1 Sup. Prog. Spec. Those increases will be offset by a reduction of 2 PS I's.	5.3	304,239	304,239	-
8. Administrative Support Divisions: Reduce Staff By a Net 37.5 The administrative support divisions have experienced a reduction in the need for staff due to reorganization that has taken place as a result of C-IV implementation. There is a need for an increase in FTE's for: 1 Acct. Tech.; 1 PSE; .5 Systems Acct. III; and 1 Volunteer Coord. These increases will be more than offset by a reduction in FTE's for the following positions: 1 Admin. Analyst III; 1 Admin. Sup. I; 4 Clerk II's; 4 Clerk III's; 1 Clerk IV; 3 FC I's; 8.4 FC II's; 1 FC III; 2 Fraud Investigators; 1 H.R. Analyst I; 1 Media Spec.; 1 PS I; 2 SA I's; 4 SA II's; 4.5 Sup. FC I's; 2 Storekeepers; and 1 Stores Specialist.	(37.4)	(1,979,991)	(1,979,991)	-
9. All Departments: Reductions in Services and Supplies Decreases in County-Wide Cost Allocation Plan (COWCAP), communication network charges, and insurance premiums have played a role in the decrease reflected for services and supplies. In addition, savings realized from C-IV implementation also are a factor as postage costs are expected to decline as well as travel costs associated with development.	-	(923,096)	(923,096)	-
10. DAAS: Reduce IHSS Provider Payments Costs for DAAS-IHSS Providers will decrease by over \$6 million in 2005-06 due to a change in requirements for qualifying cases for federal funds. As of May 2004, cases will retroactively qualify to receive federal funding. It is estimated that 90% of non-federal cases which were paid 65% state 35% county qualify for 50% federal funds. This shift will affect the amount of realignment revenue needed as federal revenue will increase.	-	(1,202,372)	(1,202,372)	-
11. TAD: Increase Transfers New MOU's with Probation and Public Health require TAD to transfer funds to cover the expenses associated with implementing the Probation-to-Work program and assist disabled CalWORKs individuals.	-	3,333,495	3,333,495	-
12. All Departments: Increase Equipment and Vehicle Purchases Increased costs associated with purchasing new photocopiers to replace aging copiers throughout the agency. This increase also includes the purchase of a scissorlift for the closed files warehouse. The purchase of new vehicles is also to replace aging vehicles in the HSS fleet.	-	691,000	691,000	-
13. All Departments: Increase Operating Transfers Expected increases are due to increases expected for IHSS provider health benefit expenses, the Local Cost associated with the IHSS Public Authority, the advance made to IHSS for health benefits, and CalWORKs incentives used for the Probation Heart Bar camp.	-	2,617,435	2,617,435	-



## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
14. All Departments: Increase Lease/Purchase of Equipment This increase is necessary for the maintenance of the agency's information systems. HSS plans to acquire several servers, switches, and routers to both upgrade existing systems and replace those that are aging.	-	71,220	71,219	1
15. All Departments: Decrease Reimbursements It is expected that some of the administrative support now provided by HSS to non-welfare departments will no longer be necessary in 2005-06 due to the completion of major projects and possible reorganization which will result less service demand.	-	72,701	72,699	2
16. Clerical Classification Study <b>** Final Budget Adjustment - Mid Year Item</b> Increase in costs of \$1,006,700 related to the Clerical Classification Study approved by the Board on April 5, 2005 #67.	-	1,006,700	855,700	151,000
<b>Total</b>	<u>30.6</u>	<u>8,238,739</u>	<u>8,087,739</u>	<u>151,000</u>

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

