

DIRECTOR
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FREMONT COUNTY

Department of Human Services

172 Justice Center Road
Canon City, Colorado 81212

COUNTY BOARD
Tim Payne Dist. 1
Debbie Bell Dist. 2
Dwayne McFall Dist. 3

FREMONT COUNTY BOARD OF HUMAN SERVICES MEETING
to be held at the
FREMONT COUNTY ADMINISTRATION BUILDING
615 Macon, Conference Room # 208
Canon City, CO 81212
April 24, 2018, 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of March 27, 2018
- III. Approval of the Agenda
- IV. Approval of Financial & Caseload Reports
- V. Director's Report
 - A. Painting Project
 - B. State Board Meeting
 - C. Care Portal
 - D. CAC Update
 - E. Staffing Update
 - F. HS Connects Update
 - G. LEAP MOU
- VI. Old Business
- VII. New Business
 - A. Community Needs/TANF Resources
 - B. APS Guardianships
 - C. CCCAP Supplemental
 - D. DHS Policy Manual

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March 27, 2018
2018 MEETING #3

The Fremont County Board of Human Services (BOHS) met in Regular Session on Tuesday, March 27, 2018, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman McFall called the meeting to order at 2:00 p.m. Those present included:

Dwayne McFall	Chairman	Present
Tim Payne	Chairman Pro Tem	Present
Debbie Bell	Treasurer	Present

Also present: Brenda Jackson, Fremont County Attorney, Sunny Bryant, Fremont County Manager, Stacie Kwitek-Russell, Director Department of Human Services (DHS), and Kimberly Grondahl, DHS.

MINUTES: Board Member Bell moved, duly seconded by Board Member Payne, to accept the minutes of the February 27, 2018 meeting with no additions or deletions. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

AGENDA: Board Member Payne moved, duly seconded by Board Member Bell, to approve the agenda for the March 27, 2018 meeting with adding the item of Building Beautification to the Director's Report. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

FINANCIAL/CASELOAD REPORT: Following review and discussion of the financial and caseload reports, Board Member Payne moved, duly seconded by Board Member Bell to accept the February financial and caseload reports. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

DIRECTOR'S REPORT: Stacie Kwitek-Russell provided information on the following items:

- New Director Training
- Training Center Update
- Child Welfare Staffing
- Building Beautification Project

After a full discussion, Board Member Bell moved, duly seconded by Board Member Payne, to accept the monthly report. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, aye. The motion carried.

OLD BUSINESS:

Stacie Kwitek-Russell advised the Commissioners that Ed Norden, Rocco Meconi, and Larry Lasha have agreed to be appointed to the Citizens Review Panel. After discussion, Board Member Payne moved, duly seconded by Board Member Bell to approve the appointment of Ed Norden, Rocco Meconi, and Larry Lasha to the Citizens Review Panel. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, aye. The motion carried.

Also discussed was the status of the IGA with HS Connects. Some final revisions are needed, with an expected completion date being in April.

NEW BUSINESS:

There was no New Business to discuss.

The meeting adjourned at 2:24 p.m.



Chairman, Fremont County Board of Human Services

04/24/2018

Date



Secretary

04/24/2018

Date

STATE OF COLORADO
COUNTY OF FREMONT

ATHORIZATIONS AND PAYMENTS MADE BY FREMONT COUNTY DEPARTMENT OF HUMAN SERVICES

ELECTRONIC BENEFIT TRANSACTIONS FOR MARCH 2018
\$ 1,314,359.78

WARRANTS ISSUED MARCH 28, 2018 THROUGH APRIL 24, 2018

3/28/2018	12,585.07
4/5/2018	247,106.79
4/11/2018	9,891.41
4/17/2018	9,897.59
4/19/2018	7,058.74
4/19/2018	<u>238,521.16</u>
Total	\$525,060.76

I, STACIE KWITEK-RUSSELL, Director of the Department of Human Services, of Fremont County, Colorado, hereby certify that the payments as set forth herein as of this date have been approved and authorized to be issued through the EBT system or warrant.

24-Apr-18
Date


Stacie Kwitek-Russell, Director

We the undersigned Fremont County Board of Commissioners acting in the capacity of Fremont County Board of Human Services do hereby certify the above EBT authorizations and ratify the warrants issued, having been properly certified by the Director of Fremont County Department of Human Services according to law, are approved for payment. Done this 24th day of April, 2018.


Chairman McFall


Commissioner Bell


Commissioner Payne

**Fremont County Department of Human Services
March 2018 EBT Issuance & Caseload Information**

EBT Issuance	<u>Amount Issued</u>	<u>YTD AVG</u>	<u>Caseload Count</u>	<u>YTD AVG</u>
TANF	\$100,750.81	\$106,908.89	312	333
AND	\$28,374.67	\$28,551.89	147	137
OAP	\$66,188.15	\$62,239.68	278	274
Child Care	\$71,768.32	\$60,590.97	129	127
LEAP	\$28,825.70	\$94,123.10	73	193
Food Assistance	\$847,097.16	\$845,846.81	3666	3622
OOH Placements	\$153,659.14	\$166,223.28	168	174
CORE	\$17,665.83	\$17,728.16	107	107
Case Services	\$30.00	\$173.33	1	1
Total EBT Issuance:	\$1,314,359.78	\$1,382,386.10		
Medicaid Transportation	\$13,858.82	\$8,321.84	110	71
Child Welfare Intake Referrals:				
Total Referrals	82			
Screened In	36			
% Screened In	43.90%			
APS:				
Total Referrals:	24			
Screened in	12			
% Screened in	50%			
Open cases with Legal Authority	11			
Open cases w/o Legal Authority	29			
Total Ongoing Cases	40			

Check Report

Fremont County, CO Human Services

By Check Number

Date Range: 03/28/2018 - 04/24/2018

<u>Vendor DBA Name</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Number</u>
Black Hills Energy	03/28/2018	3,535.99	175804
Fed Ex	03/28/2018	8.63	175805
Fremont County BOCC	03/28/2018	125.00	175806
Fremont County Clerk & Recorder	03/28/2018	77.46	175807
Goodneighbor, LLC	03/28/2018	3,060.00	175808
King Soopers Customer Charges	03/28/2018	200.00	175809
L.G. Printing Company	03/28/2018	249.50	175810
Offerson Toner	03/28/2018	33.96	175811
Rocky Mountain Behavioral Health, Inc.	03/28/2018	890.00	175812
San Isabel Propane	03/28/2018	181.00	175813
Santilli's Child Care & Preschool	03/28/2018	500.00	175814
Social Security Administration	03/28/2018	645.00	175815
State of Delaware	03/28/2018	1,370.00	175816
Touch of Love Florist & Weddings, Inc.	03/28/2018	495.49	175817
Walmart Community/RFCSLLC	03/28/2018	1,213.04	175818
Big O Tires	04/05/2018	319.96	175819
Cañon Exploratory School	04/05/2018	184.73	175820
City of Cañon City	04/05/2018	358.54	175821
Domino's Pizza	04/05/2018	15.98	175822
El Paso County	04/05/2018	2,079.00	175823
Fed Ex	04/05/2018	8.84	175824
Fremont County BOCC	04/05/2018	228,449.14	175825
Fremont County Public Health	04/05/2018	1,719.65	175826
Gobins, Inc.	04/05/2018	1,031.38	175827
Goodneighbor, LLC	04/05/2018	8,333.33	175828
In & Out Conoco	04/05/2018	343.11	175829
Void	04/05/2018	0.00	175830
King Soopers Customer Charges	04/05/2018	250.00	175831
Logan County Sheriff's Office	04/05/2018	20.00	175832
Mountain Vista Apartments	04/05/2018	500.00	175833
Roland Process Service & Investigations, LLC	04/05/2018	45.00	175834
SECOM, INC.	04/05/2018	288.78	175835
Southern Colorado Process Serving, LLC	04/05/2018	228.88	175836
Touch of Love Florist & Weddings, Inc.	04/05/2018	436.37	175837
Verizon	04/05/2018	184.34	175838
Verizon Wireless	04/05/2018	2,309.76	175839
The Bargain Barn	04/11/2018	469.00	175840
Fremont Sanitation District	04/11/2018	156.11	175841
Laboratory Corporation of America	04/11/2018	418.00	175842
Prowers County	04/11/2018	4,721.00	175843
Quality Inn & Suites	04/11/2018	379.44	175844
Rocky Mountain Behavioral Health, Inc.	04/11/2018	1,600.00	175845
Schley County Sheriff's Office	04/11/2018	40.00	175846
VISA	04/11/2018	2,107.86	175847
Medicaid Transportation	04/17/2018	24.00	175848
Medicaid Transportation	04/17/2018	111.52	175849
Medicaid Transportation	04/17/2018	22.14	175850
Medicaid Transportation	04/17/2018	159.90	175851
Medicaid Transportation	04/17/2018	93.89	175852
Medicaid Transportation	04/17/2018	383.76	175853
Medicaid Transportation	04/17/2018	41.00	175854
Medicaid Transportation	04/17/2018	36.08	175855
Medicaid Transportation	04/17/2018	124.23	175856
Medicaid Transportation	04/17/2018	149.65	175857
Medicaid Transportation	04/17/2018	95.12	175858
Medicaid Transportation	04/17/2018	891.75	175859
Medicaid Transportation	04/17/2018	138.17	175860
Medicaid Transportation	04/17/2018	138.58	175861
Medicaid Transportation	04/17/2018	64.37	175862
Medicaid Transportation	04/17/2018	95.94	175863
Medicaid Transportation	04/17/2018	30.75	175864

<u>Vendor DBA Name</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Number</u>
Medicaid Transportation	04/17/2018	264.45	175865
Medicaid Transportation	04/17/2018	37.72	175866
Medicaid Transportation	04/17/2018	149.24	175867
Medicaid Transportation	04/17/2018	89.79	175868
Medicaid Transportation	04/17/2018	259.53	175869
Medicaid Transportation	04/17/2018	29.93	175870
Medicaid Transportation	04/17/2018	219.76	175871
Medicaid Transportation	04/17/2018	96.76	175872
Medicaid Transportation	04/17/2018	69.92	175873
Medicaid Transportation	04/17/2018	98.40	175874
Medicaid Transportation	04/17/2018	56.58	175875
Medicaid Transportation	04/17/2018	250.92	175876
Medicaid Transportation	04/17/2018	98.81	175877
Medicaid Transportation	04/17/2018	275.93	175878
Medicaid Transportation	04/17/2018	170.56	175879
Medicaid Transportation	04/17/2018	246.41	175880
Medicaid Transportation	04/17/2018	109.88	175881
Medicaid Transportation	04/17/2018	141.48	175882
Medicaid Transportation	04/17/2018	34.85	175883
Medicaid Transportation	04/17/2018	190.24	175884
Senior Services Solutions Plus	04/17/2018	1,813.84	175885
Medicaid Transportation	04/17/2018	42.64	175886
Medicaid Transportation	04/17/2018	35.26	175887
Medicaid Transportation	04/17/2018	131.61	175888
Medicaid Transportation	04/17/2018	13.94	175889
Medicaid Transportation	04/17/2018	762.60	175890
Medicaid Transportation	04/17/2018	157.44	175891
Medicaid Transportation	04/17/2018	300.12	175892
Medicaid Transportation	04/17/2018	100.04	175893
Medicaid Transportation	04/17/2018	86.64	175894
Medicaid Transportation	04/17/2018	17.22	175895
Medicaid Transportation	04/17/2018	615.00	175896
Medicaid Transportation	04/17/2018	234.52	175897
Medicaid Transportation	04/17/2018	94.71	175898
Atmos Energy	04/19/2018	340.44	175899
Atomic Vapor Vape	04/19/2018	113.72	175900
Black Hills Energy	04/19/2018	500.00	175901
Business Solutions Leasing	04/19/2018	914.45	175902
Chaffee County Sheriff	04/19/2018	9.50	175903
Colorado Bureau of Investigations	04/19/2018	561.50	175904
Chafee Client Services	04/19/2018	40.00	175905
Chafee Client Services	04/19/2018	20.00	175906
Starpoint	04/19/2018	125.00	175907
Domino's Pizza	04/19/2018	71.45	175908
Case Client Service	04/19/2018	225.00	175909
FIOG Client Services	04/19/2018	25.00	175910
Elizabeth Fredrickson	04/19/2018	387.50	175911
Fremont County BOCC	04/19/2018	223,930.91	175912
Fremont County BOCC	04/19/2018	3,677.87	175913
Hildebrand Home Care Inc.	04/19/2018	786.00	175914
Jim's Tire Service, Inc.	04/19/2018	289.60	175915
FIOG Client Services	04/19/2018	25.00	175916
King Soopers Customer Charges	04/19/2018	134.00	175917
LexisNexis Risk Solutions	04/19/2018	130.05	175918
Offerson Toner	04/19/2018	160.88	175919
Office Depot	04/19/2018	1,259.82	175920
Rocky Mountain Behavioral Health, Inc.	04/19/2018	3,797.89	175921
William Simpson	04/19/2018	298.00	175922
Touch of Love Florist & Weddings, Inc.	04/19/2018	605.28	175923
CSE Overcollect	04/19/2018	92.30	175924
Barry Acton	04/19/2018	155.00	175925
James Arthur	04/19/2018	41.70	175926
Diane Bengé	04/19/2018	98.00	175927
Scott Blair	04/19/2018	78.50	175928
Kelly Broomfield	04/19/2018	177.00	175929
Jenifer Burbank	04/19/2018	116.00	175930

<u>Vendor DBA Name</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Number</u>
Kora Burrell	04/19/2018	340.80	175931
Joshua Curliss	04/19/2018	136.50	175932
Kristen Feller	04/19/2018	478.18	175933
Mary Tina Gurule	04/19/2018	515.58	175934
Melanie Herold	04/19/2018	46.00	175935
Britni Huebschman,	04/19/2018	120.75	175936
Dani Jones	04/19/2018	144.50	175937
Cindy Jones-Shoeman	04/19/2018	15.05	175938
Shannon Kinahan	04/19/2018	498.26	175939
Michelle Lach	04/19/2018	16.00	175940
Christen LoPresti	04/19/2018	127.15	175941
Shelly Mathews	04/19/2018	132.00	175942
Brooke Mecillas	04/19/2018	182.50	175943
Lynne Monahan	04/19/2018	166.25	175944
Angela Near	04/19/2018	74.55	175945
Daniel Nix	04/19/2018	325.70	175946
Linda Potter	04/19/2018	88.65	175947
Brenda Rall	04/19/2018	34.00	175948
Kara Reichert	04/19/2018	426.07	175949
Terri Rommel-Ruiz	04/19/2018	266.55	175950
Kimberlie Runyan	04/19/2018	867.00	175951
Alexis Schechter	04/19/2018	282.05	175952
Roxanne Schuster	04/19/2018	85.50	175953
Michelle Short	04/19/2018	83.50	175954
Vivian Simon	04/19/2018	45.50	175955
Kim Tauber	04/19/2018	65.00	175956
Amanda Whitt	04/19/2018	70.50	175957
Anna Widger	04/19/2018	67.15	175958
Molly Willard	04/19/2018	290.90	175959
Jacquelyn Wilner	04/19/2018	18.55	175960
Kendyl Yates	04/19/2018	381.85	175961

Bank Code APBNK-HS Summary

Payment Type	Payable	Payment	Payment
Regular Checks	199	157	525,060.76
Manual Checks	0	0	0
Voided Checks	0	1	0
Bank Drafts	0	0	0
EFT's	0	0	0
	199	158	525,060.76

Summary Budget Report

Fremont County, CO Human Services

For Fiscal: 2018 Period Ending: 03/31/2018

	<u>2018 Budget</u>	<u>March</u>	<u>YTD Activity</u>	<u>% Remaining</u>
Revenues:				
Current Property Tax	1,173,228.00	66,052.25	493,583.54	57.93
Delinquent Taxes	1,500.00	218.26	430.27	71.32
Specific Ownership Tax	183,913.00	14,519.23	44,266.07	75.93
Other Financing Sources	80,000.00	11,102.24	16,141.88	79.82
Interest & Penalties	927.00	78.18	220.93	76.17
County Wide Cost Allocation	126,102.00	5,847.91	5,847.91	95.36
Administration	1,390,481.00	100,141.05	293,676.40	78.88
County Only Pass Thru	1,000.00	-48.07	-111.73	111.17
CORE Administration	967,169.00	57,091.63	178,614.18	81.53
Core Program	9,000.00	287.21	930.52	89.66
SEP Administration	473,402.00	35,900.09	101,883.57	78.48
SEP Administration - HCA	25,000.00	0.00	0.00	100
Child Care	102,039.00	6,802.71	20,738.70	79.68
Child Welfare	1,906,229.00	121,140.91	378,621.33	80.14
IV-D Administration	480,704.00	28,316.15	87,126.10	81.88
PSSF	30,720.00	4,126.03	11,726.38	61.83
IV-D Incentives	50,000.00	2,435.00	15,024.56	69.95
Chafee Administration	75,673.00	5,835.92	17,299.95	77.14
Chafee Program	9,000.00	288.62	1,405.04	84.39
Foster Care/Recruitment & Retention	1,405.00	603.63	797.48	43.24
IV-E Waiver	128,061.00	20,324.13	54,342.06	57.57
TANF Block	508,206.00	36,144.95	108,378.13	78.67
LEAP Administration	77,394.00	4,693.21	17,724.83	77.1
LEAP Outreach	10,000.00	316.10	1,100.84	88.99
Medicaid Transportation	95,000.00	13,858.82	36,130.86	61.97
Alternative to LTC	1,300.00	726.30	2,289.75	176.13
OAP RMS	25,000.00	287.46	4,864.29	80.54
Pathways	37,050.00	779.16	2,661.46	92.82
APS	164,081.00	11,076.83	30,700.24	81.29
Title XX	6,687.00	53.91	693.91	89.62
Tax Base Relief	170,000.00	-5,937.98	13,586.11	92.01
Fraud Incentives	21,300.00	1,726.49	9,442.54	55.67
Child Welfare Donation	0.00	0.00	301.14	0
IV-E Savings	33,000.00	429.00	1,732.00	94.75
Employment First	0.00	0.00	-0.81	0
IV-E Special Revenue	2,000.00	0.00	0.00	100
Parental Fees	97,509.00	2,448.10	7,424.33	92.39
Collaborative Management	219,461.00	17,432.41	30,570.13	86.07
Total Revenues:	8,683,541.00	565,097.84	1,990,164.89	77.08%
Expenses:				
Salaries	5,130,220.00	355,960.39	1,092,434.19	78.71%
Health Insurance	938,585.00	67,101.53	200,573.84	78.63%
Life Insurance	6,770.00	376.12	1,046.29	84.55%
Medicare	77,324.00	4,936.88	15,028.60	80.56%
Retirement	154,328.00	9,391.62	28,721.63	81.39%
Social Security	305,106.00	20,692.47	64,065.68	79.00%
Unemployment	15,668.00	1,487.51	3,698.76	76.39%
RMS	383,209.00	29,005.28	92,103.12	75.97%
Contract Payments	319,352.00	26,162.76	57,072.32	82.13%
Speakers	900.00	0.00	800.00	11.11%
Tuition	750.00	0.00	0.00	100.00%
Utilities	92,091.00	8,238.39	14,093.58	84.70%
Building Maintenance	3,600.00	0.00	1,000.00	72.22%

Equipment Maintenance	55,084.00	1,257.16	3,603.13	93.46%
Equipment Rental	15,283.00	1,085.45	2,914.35	80.93%
Travel	126,368.00	6,970.71	23,781.69	81.18%
Transportation Client Services	13,000.00	405.00	830.00	93.62%
Advertising	1,400.00	0.00	20.00	98.57%
Telephone	53,025.00	2,851.92	8,604.05	83.77%
Printing & Forms	3,400.00	506.25	506.25	85.11%
Legal Fees	200.00	68.26	68.26	65.87%
Books & Subscriptions	5,165.00	0.00	672.08	86.99%
Office Supplies	121,557.00	5,155.26	11,977.70	90.15%
Postage	26,900.00	1,579.70	5,150.17	80.85%
Document Scanning	30,700.00	0.00	0.00	100.00%
Expert Witness/Process Service	6,000.00	418.01	1,074.15	82.10%
Interpreter	6,400.00	379.69	379.69	94.07%
Destruction of Records	2,000.00	0.00	0.00	100.00%
Dues/Memberships	7,000.00	0.00	325.00	95.36%
Audit Fees/Cost Allocation	10,925.00	0.00	0.00	100.00%
Vital Statistics	100.00	0.00	0.00	100.00%
Fingerprinting	7,064.00	-15.50	364.00	94.85%
Foster Parent Training	5,330.00	112.00	0.00	100.00%
Registration Fees	150.00	0.00	0.00	100.00%
RMS Indirect Costs	-361,395.00	-29,005.28	-92,103.12	74.51%
Client Services	168,746.00	18,760.08	45,031.69	73.31%
Program Expense	988,045.00	46,874.34	172,827.61	82.51%
EBT Fees	10,800.00	822.50	2,467.50	77.15%
Non-Reimbursable	36,000.00	2,651.06	5,801.82	83.88%
Total Expenses:	8,767,150.00	584,229.56	1,764,934.03	79.87%
Fund Balance	-83,609.00	-19,131.72	225,230.86	369.39%

**Estimated Expenditures / SFY Allocation
as of 3/31/18**

	Allocation	Estimated Annual Expenses	Estimated % Used
County Admin	1,001,092.25	822,970.40	82.21%
HCPF Admin	676,923.35	692,713.09	102.33%
APS Admin	267,318.34	159,507.44	59.67%
Child Care	894,004.16	888,733.65	99.41%
TANF	1,976,747.00	1,949,857.59	98.64%
Child Welfare	4,110,785.00	4,033,719.44	98.13%
Core Services	1,089,694.21	1,061,219.12	97.39%



TANF County Code Descriptions

These descriptions are meant as a guide for appropriately charging TANF expenditures to CFMS codes. These codes and descriptions align with Administration for Children and Families (ACF) reporting requirements.

9. Work, Education, and Training Activities

- 9a. Subsidized Employment: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Also include costs for on-the-job training when subsidizing a portion of the participant's wage to compensate an employer for training costs. Do not include expenditures related to payments to or on behalf of participants in community service and work experience activities that are within the definition of assistance. Include expenditures for subsidized employment targeted for youth.
- 9b. Education and Training: education and training activities, including secondary education (including alternative programs); adult education, GED, and ESL classes; education directly related to employment; job skills training; education provided as vocational educational training or career and technical education; and post-secondary education. Do not include costs of early care and education or after-school or summer enrichment programs for children and youth in elementary, middle school, or high school.
- 9c. Additional Work Activities: work activities that have not been reported in employment subsidies or education and training. Include costs related to providing work experience and community service activities, job search assistance and job readiness, related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups).

10. Work Supports

Assistance and non-assistance transportation benefits, such as the value of allowances, bus tokens, car payments, auto repair, auto insurance reimbursement, and van services provided in order to help families obtain, retain, or advance in employment, participate in other work activities, or as a non-recurrent, short-term benefit. It also includes goods provided to individuals in order to help them obtain or maintain employment, e.g., tools, uniforms, fees to obtain special licenses, as well as bonuses, incentives, and work support allowances (that do not meet the definition of "assistance"). Do not include child care; such expenditures should be reported under Early Care and Education, under Line 11.a. Do not include supportive services, such as substance abuse, mental health, and domestic violence services; such expenditures should be reported under Supportive Services on Line 16. Include expenditures for Job Access, which should also be reported on Line 26.



11. Early Care and Education

- 11a. Child Care (Assistance and Non-Assistance): child care expenditures for families that need child care to work, participate in work activities (such as job search, community service, education, or training), or for respite purposes. This includes child care provided to families who receive child care during a temporary period of unemployment. The amounts reported in this category do not include TANF funds transferred to Child Care (the CCDF Discretionary Fund) or the SSBG programs.
- 11b. Pre-Kindergarten/Head Start: pre-kindergarten or kindergarten education programs (allowable if they do not meet the definition of a “general state expense”), expansion of Head Start programs, or other school readiness programs.

12. Financial Education and Asset Development Activities

12. Programs and initiatives designed to support the development and protection of assets including contributions to Individual Development Accounts (IDAs) and related operational costs (that fall outside the definition of administrative costs), financial education services, tax credit outreach campaigns and tax filing assistance programs, initiatives to support access to mainstream banking, and credit and debt management counseling.

15. Non-Recurrent Short Term Benefits

- 15a. Short-term benefits: support of less than four months to families in the form of cash, vouchers, subsidies, or similar form of payment to deal with a specific crisis situation or episode of need and excluded from the definition of assistance on that basis. This category includes expenditures such as emergency assistance and diversion payments, emergency food aid, short-term utilities payments, burial assistance, clothing allowances, and back-to-school payments. It does not include tax credits, child care, transportation, short-term housing, or short-term education and training; such expenditures should be reported under other categories, as appropriate.

Note, if there is another category specific to an activity, the related expenditures should be reported under that category, rather than Line 15, regardless of whether the activity meets the definition of Non-Recurrent Short Term Benefit at 45 CFR 261.31(b)(1).

- 15b. Short-term benefits Housing: to families in the form of cash, vouchers, subsidies, or similar form of payment to deal with housing crisis situations or episode of need. These payments may include housing assistance, emergency housing and short term homelessness assistance, financial planning for home-ownership for families in transitional housing, counseling in how to save for a home and how to save a home from foreclosure.



16. Supportive Services

16. Services such as domestic violence services, and health (only pre-pregnancy family planning and routine medical/dental checkups can be paid with block grant funds), mental health, substance abuse (including Antabuse) and disability services, housing counseling services, and other family supports. (Note that a state may not use federal TANF funds on expenditures for medical services. Segregated County funds may be used for immunizations, medical treatment, medicines, operations, etc).

17. Services for Older Children and Youth

17. Programs designed to support and enrich the development and improve the life-skills and educational attainment of older children and youth. This may include after-school programs, and mentoring or tutoring programs.

18. Prevention of Out-of-Wedlock Pregnancies

18. Programs that provide sex education or abstinence education and family planning services to individuals, couples, and families in an effort to reduce out-of-wedlock pregnancies. Includes expenditures related to comprehensive sex education or abstinence programs for teens and pre-teens.

Services provided under TANF purpose 3 (to prevent and reduce the instances of out-of-wedlock pregnancies) when eligibility determination is not required, use Segregated-Federal Funds otherwise document eligibility and use commingled funds.

19. Fatherhood and Two-Parent Family Formation and Maintenance Programs

19. Programs that aim to promote responsible fatherhood and/or encourage the formation and maintenance of two-parent families. For example, activities within these programs may include marriage education, marriage and relationship skills, fatherhood skills programs; parent skills workshops; public advertising campaigns on the value of marriage and responsible fatherhood; education regarding how to control aggressive behavior; financial planning seminars; and divorce education and reduction programs.

20. Child Welfare Services

- 20a. Family Support/Family Preservation/Reunification Services: community-based services, provided to families involved in the child welfare system that are designed to increase the strength and stability of families so children may remain in or return to their homes. These services may include respite care for parents and relative caregivers; individual, group, and family counseling; parenting skills classes; case management; etc.
- 20b. Adoption Services: services and activities designed to promote and support successful adoptions. Services may include pre- and post-adoptive services to support adoptive families, as well as adoptive parent training and recruitment.



Payment for pre-adoptive services requires the family be TANF eligible, the child(ren) be in the residence where they will be adopted, and the child for whom Foster Care/Adoption payments or assistance may be received is excluded in the TANF household, and that child's Foster Care/Adoption payments/assistance not considered as household income/resources.

- 20c. Additional Child Welfare Services: other services provided to children and families at risk of being in the child welfare system, or who are involved in the child welfare system. This may include independent living services, service coordination costs, legal action, developing case plans, assessment/evaluation of family circumstances, preparing for foster care placement, and transportation to or from any of the services or activities described above.

21. Home Visiting Programs

21. Expenditures on programs where nurses, social workers, or other professionals/para-professionals provide services to families in their homes, including evaluating the families' circumstances; providing information and guidance around maternal health and child health and development; and connecting families to necessary resources and services.

22. Program Management

- 22a. Administrative Costs: defined in 45 CFR Part 263.0. Based on the nature or function of the contract, states must include appropriate administrative costs associated with contracts and subcontracts that count towards the 15 percent administrative cost caps.
- 22b. Assessment/Service Provision: costs associated with screening and assessment (including substance abuse screening), SSI/SSDI application services, case planning and management, and direct service provision that are neither "administrative costs," as defined at 45 CFR Part 263.0, nor are otherwise able to be allocated to another expenditure category. For example, comprehensive case management for a TANF recipient related to the provision of an array of services.
- 22c. Systems. (Not for county use.)

Notes:

Transitional Services for Employed. Total expenditures to provide transitional services to families that cease to receive assistance under the TANF program because of employment. This is a placeholder for the department. There will be further elaboration once the department prepares this initiative.

