

DIRECTOR
Steven A. Clifton
Phone: (719) 275-2318
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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 SOCIAL SERVICES MEETING
to be held at the
FREMONT COUNTY ADMINISTRATION BUILDING
615 Macon, Conference Room # 208
Canon City, CO 81212
April 25, 2017 2:00 p.m.

- I. Roll Call
- II. Approval of Minutes of March 28, 2017
- III. Approval of the Agenda
- IV. Consent Agenda
 - A. Warrant Log & EBT Transaction Log Listings
 - B. Canceled Warrants, Current & Prior Period
 - C. Monthly Expense
 - D. Accounts Receivable Write-Offs
- V. Approval of Financial & Caseload Reports
- VI. Director's Report
- VII. Old Business
 - A. County-DHS Attorney Update & Ratification of Limited Contract with Daniel Slater
- VIII. New Business
 - A. Colorado Works Plan Policies
 - B.
 - C.

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March 28, 2017
2017 MEETING # 3

The Fremont County Board of Social Services (BOSS) met in Regular Session on Tuesday, March 28, 2017, in Conference Room 208 at the Fremont County Administration Building, 615 Macon, Canon City, Colorado. Chairman Payne called the meeting to order at 2:00 p.m. Those present included:

| | | |
|---------------|------------------|---------|
| Tim Payne | Chairman | Present |
| Dwayne McFall | Chairman Pro Tem | Absent |
| Debbie Bell | Treasurer | Present |

Also present: Brenda Jackson, Fremont County Attorney, Sunny Bryant, Fremont County Manager, Steve Clifton, Director, Rocco Meconi, Department of Human Services (DHS) Attorney, Stacie Kwitek-Russell, DHS and Linda Smith, DHS.

MINUTES: Board Member Bell moved, duly seconded by Board Member ^{Payne} McFall to accept the minutes of the February 28, 2017 meeting as presented. Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, absent. The motion carried.

AGENDA: Board Member Payne moved, duly seconded by Board Member Bell, to approve the agenda for the March 28, 2017 meeting with no additions or deletions. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, absent. The motion carried.

CONSENT AGENDA: Board Member Bell moved, duly seconded by Board Member Payne, to approve the Consent Agenda:

1. Warrant Log and Electronic Benefit Transaction Listings
2. Canceled Warrants, Current and Prior Period
3. Monthly Expense
4. Account Receivable Write-off

Upon vote: Board Member Bell, aye; Board Member Payne, aye; Board Member McFall, absent. The motion carried.

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

DIRECTOR'S REPORT: Steve Clifton provided a written report for the Board detailing his monthly activities, as well as responded to questions. Items discussed included:

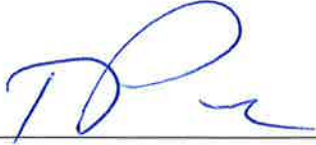
- Fraud Investigation training coming up and will be attend by DHS Fraud Investigator
- Sunny Bryant, Lisa Hall, Erik Sebek and maintenance crew are working with DHS on cameras for the DHS building as well as new fire, security and access control system; plan is for funding through DHS current state fiscal year allocations
- DHS is working with CDHCP&F for approval to reimburse county for Single Entry Point area remodel
- Steve stated he is working on plan to utilize leave time down to 120 hours before end of 2017.
- DHS likely to have excess TANF Reserve funds to sell to counties in need. Steve is working with neighboring counties to identify which counties may be in need
- Boys and Girls Club will have fund raising breakfast on Friday, March 31, 2017

Rocco Meconi stated new DHS Attorney, Travis Carr is a quick learner, has no qualms with his completion of day to day work, is handling CSE, APS, JD and some of new Child Welfare cases.

Board Member Payne moved, duly seconded by Board Member Bell, to accept the March Director's report. Upon vote: Board Member Payne, aye; Board Member Bell, aye; Board Member McFall, absent. The motion carried.

REQUEST FOR HOSPITAL PROVIDER FEE ENTERPRISE: Steve Clifton provided written information in support of enterprising the Hospital Provider Fee (HPF). Debbie Bell stated the Board of County Commissioners is supportive of this measure and has signed on with the local hospital in support of this endeavor. BOSS stated Steve was welcome to submit a letter of support should he choose to do so.

The meeting adjourned at 2:24 p.m.



Chairman, Fremont County Board of Social Services

04/25/2017

Date



Secretary

04/25/2017

Date

DIRECTOR
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FREMONT COUNTY
Department of Human Services
172 Justice Center Road
Cañon City, Colorado 81212

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

NET EXPENSES AND AUTHORIZATIONS

March

| | | |
|-----------------------------------|------------|-----------------|
| Administration | 55,919.46 | |
| Old Age Pension | 56,712.10 | |
| Temporary Aid to Needy Families | 68,127.26 | |
| Aid to the Needy Disabled | 22,788.46 | |
| Child Care | 61,811.95 | |
| LEAP Basic | 21,530.73 | |
| LEAP CIP | 0.00 | |
| Foster Care Placements | 140,488.19 | |
| Food Assistance | 825,944.00 | |
| Medicaid Transportation | 8,174.85 | |
| General Assistance | 0.00 | |
| Core Services/Family Preservation | 24,563.05 | |
| Employment First - Warrants | 0.00 | |
| Employment First - EBT | 0.00 | |
| Medical Exams | 0.00 | |
| Workfare Incentives | 0.00 | |
| Alive/E Program | 399.47 | |
| Total Expenses | | \$ 1,286,459.52 |

sent to Finance Office 4/7/17

| EXPENSES | MARCH | 2017 | PERCENT FOR MONTH: 25.00 | | | | | | | | | | |
|--|---|---------------------|--------------------------|-------------------------|---------------------|-----------------------------|-------------------------|---------------------|--------------------------|--|---------------------|----------------------|--------------------------|
| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
| Regular Administration | 1,448,658.00 | 112,374.63 | 328,894.84 | 22.70% | 91,868.86 | 269,675.20 | 59,219.64 | 190,773.00 | 31.04% | | | | |
| Program Administrations | 5,779,992.00 | 397,500.49 | 1,157,582.83 | 20.03% | 344,363.51 | 1,015,378.01 | 142,204.82 | 666,462.00 | 21.34% | | | | |
| Total Administration | 7,228,650.00 | 509,875.12 | 1,486,477.67 | 20.56% | 436,232.37 | 1,285,053.21 | 201,424.46 | 857,235.00 | 23.50% | | | | |
| PROGRAMS: | | | | | | | | | | | | | |
| Aid to the Blind | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0 | 0 | 0 | 0 |
| Aid to the Needy Disabled | 65,000.00 | 4,514.29 | 16,561.19 | 25.48% | 0.00 | 0.00 | 16,561.19 | 65,000.00 | 25.48% | 158 | 161 | 3 | 159 |
| Chafee (ALIVE/E) Program | 9,000.00 | 399.47 | 1,463.13 | 16.26% | 399.47 | 1,463.13 | 0.00 | 0.00 | 0.00% | | | | |
| Child Care | 85,529.00 | 7,227.41 | 21,582.25 | 25.23% | 0.00 | 0.00 | 21,582.25 | 85,529.00 | 25.23% | 103 | 112 | 9 | 106 |
| Child Welfare Foster Care Program | 414,522.00 | 27,738.82 | 94,506.29 | 22.80% | 0.00 | 0.00 | 94,506.29 | 414,522.00 | 22.80% | 178 | 169 | -9 | 177 |
| Core Services | 9,000.00 | 1,636.25 | 3,218.15 | 35.76% | 1,309.00 | 2,890.90 | 327.25 | 0.00 | 0.00% | 153 | 154 | 1 | 154 |
| Employment First Program | 0.00 | (131.17) | (399.99) | 0.00% | 0.00 | 0.00 | -399.99 | 0.00 | 0.00% | | | | |
| General Assistance | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Low Income Energy Assistance Program | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Medicaid Transportation | 90,000.00 | 8,174.85 | 21,211.17 | 23.57% | 8,174.85 | 21,211.17 | 0.00 | 0.00 | 0.00% | 73 | 77 | 4 | 74 |
| Old Age Pension | 1,300.00 | 111.80 | 300.60 | 23.12% | 0.00 | 0.00 | 300.60 | 1,300.00 | 23.12% | 264 | 264 | 0 | 265 |
| State Sponsored Meetings | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Temporary Assistance to Needy Families | 433,981.00 | 16,407.31 | 46,971.98 | 10.82% | 0.00 | 0.00 | 46,971.98 | 433,981.00 | 10.82% | 275 | 262 | -13 | 267 |
| Misc. Programs & Expense | 837,212.00 | 46,414.32 | 92,281.93 | 11.02% | 47,011.62 | 143,953.96 | (51,672.03) | 835.00 | -6188.27% | | | | |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00% | 7,509.05 | 45,855.38 | (45,855.38) | (190,000.00) | 24.13% | | | | |
| TOTAL: | 9,174,194.00 | 622,368.47 | 1,784,174.37 | 19.45% | 500,636.36 | 1,500,427.75 | 283,746.62 | 1,668,402.00 | 17.01% | | | | |
| FOOD STAMPS | 0.00 | 825,944.00 | 2,434,359.00 | | 825,944.00 | 2,434,359.00 | 0.00 | 0.00 | | 3310 | 3,389 | 79 | 3350 |
| TOTAL: | 9,174,194.00 | 1,448,312.47 | 4,218,533.37 | | 1,326,580.36 | 3934786.75 | 283,746.62 | 1,668,402.00 | | | | | |
| COUNTY SHARE RECEIVED | RECEIVED IN MONTH | RECEIVED YTD | COUNTY BUDGET | PERCENT RECEIVED | | | | | | Total State Diversion Payments for Month | 3 | | |
| Current Property Tax | 69,828.32 | 500,389.42 | 1,168,154.00 | 42.84% | | | | | | Total County Diversion Payments for Month | 0 | | |
| Other Local Tax | 15,724.49 | 43,026.36 | 170,592.00 | 25.22% | | | | | | | | | |
| Countywide Cost Allocation | 37,943.81 | 37,943.81 | 167,770.00 | 22.62% | | | | | | | | | |
| Other Cty Rev., Holcim Rebate | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Other Rev., Misc.-incl. TANF Work Partir | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Prior Year Revenue | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| County Contingency | 7,509.05 | 45,855.38 | 0.00 | 0.00% | | | | | | | | | |
| Other Fin., Rtn of Cnty Share (TANF) | 9,975.34 | 18,404.29 | 80,000.00 | 23.01% | | | | | | | | | |
| TOTAL COUNTY REVENUES RECEIVED | 140,981.01 | 645,619.26 | 1,586,516.00 | 40.69% | | | | | | | | | |
| | sum of tax, cost alloc & other rev fund balance | | 1,586,516.00 | | | | | | | | | | |
| | | | 81,886.00 | | | | | | | | | | |
| | | | 1,668,402.00 | | | | | | | | | | |

EXPENSES

MARCH 2017

PERCENT FOR MONTH: 25.00

PAGE 1

| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|-------------------------------------|---------------------|---------------------|----------------------|-------------------|------------------|-----------------------------|-------------------------|-------------------|--------------------------|---------------------|---------------------|----------------------|--------------------------|
| REGULAR ADMINISTRATION | | | | | | | | | | | | | |
| PERSONAL SERVICES: | | | | | | | | | | | | | |
| Salaries | 1,470,798.00 | 111,480.16 | 329,236.43 | 22.38% | | | | | | | | | |
| Social Security | 112,516.00 | 8,154.99 | 24,096.92 | 21.42% | | | | | | | | | |
| Retirement | 44,124.00 | 3,091.71 | 8,970.13 | 20.33% | | | | | | | | | |
| Health & Life Insurance | 233,931.00 | 19,173.22 | 55,481.81 | 23.72% | | | | | | | | | |
| Unemployment | 4,412.00 | 334.45 | 987.69 | 22.39% | | | | | | | | | |
| Worker's Comp. | 10,974.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| ADP Contract | 3,000.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Attorney | 6,200.00 | 492.10 | 1,566.60 | 25.27% | | | | | | | | | |
| Psychological Exams | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel, Meals, Registration | 8,500.00 | 1,128.56 | 1,612.33 | 18.97% | | | | | | | | | |
| Indirect Cost Removal | (650,847.00) | (48,801.33) | (134,710.51) | 20.70% | | | | | | | | | |
| TOTAL PERSONAL SERVICES | 1,243,608.00 | 95,053.86 | 287,241.40 | 23.10% | 78,657.93 | 238,383.15 | 48,858.25 | 163,720.00 | 29.84% | | | | |
| OPERATING: | | | | | | | | | | | | | |
| Advertising | 500.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Books/Subscriptions | 1,500.00 | 501.08 | 672.08 | 44.81% | | | | | | | | | |
| Cost Allocation | 8,000.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Dues/Memberships | 2,500.00 | 0.00 | 425.00 | 17.00% | | | | | | | | | |
| EBT Costs | 16,800.00 | 807.11 | 2,421.33 | 14.41% | | | | | | | | | |
| Emp Mkt Analysis/Destruction of Rex | 7,500.00 | 0.00 | 345.00 | 4.60% | | | | | | | | | |
| Equip. Maintenance | 23,112.00 | 550.11 | 1,552.01 | 6.72% | | | | | | | | | |
| Equip. Rental | 8,838.00 | 902.23 | 2,270.75 | 25.69% | | | | | | | | | |
| Office Supplies/Expense | 32,400.00 | 1,401.37 | 7,506.26 | 23.17% | | | | | | | | | |
| Photography | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Postage | 6,500.00 | 405.90 | 991.35 | 15.25% | | | | | | | | | |
| Printing & Forms | 300.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Telephone | 13,500.00 | 890.82 | 2,694.82 | 19.96% | | | | | | | | | |
| Expert Witness & Fingerprinting | 0.00 | 0.00 | 79.00 | 0.00% | | | | | | | | | |
| Interpreter | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Capital Outlay, Equipment | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Sub-Total Operating: | 121,450.00 | 5,458.62 | 18,957.60 | 15.61% | 3,721.21 | 13,135.38 | 5,822.22 | 12,005.00 | 48.50% | | | | |
| BUILDING: | | | | | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Building Repair | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Custodial Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Maintenance, Building | 3,600.00 | 840.00 | 998.88 | 27.75% | | | | | | | | | |
| Maintenance, Grounds | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Utilites | 80,000.00 | 11,022.15 | 21,696.96 | 27.12% | | | | | | | | | |
| Sub-Total Building: | 83,600.00 | 11,862.15 | 22,695.84 | 27.15% | 9,489.72 | 18,156.67 | 4,539.17 | 15,048.00 | 30.16% | | | | |
| TOTAL OPERATING | 205,050.00 | 17,320.77 | 41,653.44 | 20.31% | 13,210.93 | 31292.05 | 10,361.39 | 27,053.00 | 38.30% | | | | |
| TOTAL REGULAR ADMIN. | 1,448,658.00 | 112,374.63 | 328,894.84 | 22.70% | 91,868.86 | 269675.20 | 59,219.64 | 190,773.00 | 31.04% | | | | |

| EXPENSES | MARCH | 2017 | PERCENT FOR MONTH: 25.00 | | | | | | | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|--|-------------------|------------------|--------------------------|---------------------|----------------------|-------------------|-----------------|-----------------------------|-------------------------|----------------------|--------------------------|
| | | | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | | |
| PROGRAM ADMINISTRATIONS | | | | | | | | | | | |
| Adult Protective Services Admin | | | | | | | | | | | |
| Salaries | 137,243.00 | 8,130.80 | 23,515.74 | 17.13% | | | | | | | |
| Attorney | 8,500.00 | 1,010.00 | 6,262.90 | 73.68% | | | | | | | |
| Social Security | 10,499.00 | 612.50 | 1,772.46 | 16.88% | | | | | | | |
| Retirement | 4,117.00 | 237.45 | 695.75 | 16.90% | | | | | | | |
| Health & Life Insurance | 25,821.00 | 816.06 | 2,299.46 | 8.91% | | | | | | | |
| Unemployment | 412.00 | 24.39 | 70.52 | 17.12% | | | | | | | |
| Worker's Comp | 1,707.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 6,700.00 | 421.40 | 1,379.15 | 20.58% | | | | | | | |
| Space/Utilities | 800.00 | 397.00 | 397.00 | 49.63% | | | | | | | |
| Operating | 3,500.00 | 85.02 | 335.54 | 9.59% | | | | | | | |
| Client Service Funds | 13,000.00 | 0.00 | 137.70 | 1.06% | | | | | | | |
| Indirect Costs | 34,104.00 | 2,666.14 | 7,267.52 | 21.31% | | | | | | | |
| Total APS Admin. | 246,403.00 | 14,400.76 | 44,133.74 | 17.91% | 11,520.61 | 35,306.99 | 8,826.75 | 49,281.00 | 17.91% | | |
| CHAFEE (Alive/E) Administration | | | | | | | | | | | |
| Salaries | 52,380.00 | 4,146.88 | 12,824.18 | 24.48% | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Social Security | 4,007.00 | 287.44 | 888.92 | 22.18% | | | | | | | |
| Retirement | 1,554.00 | 124.40 | 384.72 | 24.76% | | | | | | | |
| Health & Life Insurance | 9,581.00 | 750.02 | 2,319.42 | 24.21% | | | | | | | |
| Unemployment | 155.00 | 12.44 | 38.46 | 24.81% | | | | | | | |
| Worker's Comp | 1,036.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 3,000.00 | 178.07 | 362.95 | 12.10% | | | | | | | |
| Space/Utilities | 350.00 | 142.64 | 142.64 | 40.75% | | | | | | | |
| Operating | 1,000.00 | 0.00 | 12.03 | 1.20% | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Total Chafee Admin. | 73,063.00 | 5,641.89 | 16,973.32 | 23.23% | 5,641.89 | 16,973.32 | 0.00 | 0.00 | 0.00% | | |
| Child Care Administration | | | | | | | | | | | |
| Salaries | 47,831.00 | 2,718.19 | 8,540.43 | 17.86% | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Social Security | 3,659.00 | 173.89 | 550.93 | 15.06% | | | | | | | |
| Retirement | 1,435.00 | 81.54 | 256.21 | 17.85% | | | | | | | |
| Health & Life Insurance | 9,771.00 | 1,165.41 | 3,496.65 | 35.79% | | | | | | | |
| Unemployment | 144.00 | 8.16 | 25.64 | 17.81% | | | | | | | |
| Worker's Comp | 295.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 250.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Space/Utilities | 210.00 | 166.70 | 166.70 | 79.38% | | | | | | | |
| Operating | 2,300.00 | 69.13 | 197.14 | 8.57% | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Indirect Costs | 39,246.00 | 2,793.89 | 7,854.07 | 20.01% | | | | | | | |
| Total Child Care Admin. | 105,141.00 | 7,176.91 | 21,087.77 | 20.06% | 7,176.91 | 21,087.77 | 0.00 | 0.00 | 0.00% | | |

| EXPENSES | MARCH 2017 | | PERCENT FOR MONTH: 25.00 | | | | | | | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|---|---------------------|---------------------|--------------------------|-------------------|------------------|-----------------------------|-------------------------|-------------------|--------------------------|----------------------|--------------------------|
| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | | |
| Child Support Enforcement Admin. | | | | | | | | | | | |
| Salaries | 395,476.00 | 29,978.22 | 90,350.79 | 22.85% | | | | | | | |
| Attorney | 20,000.00 | 936.00 | 2,196.00 | 10.98% | | | | | | | |
| Social Security | 30,254.00 | 2,143.91 | 6,476.82 | 21.41% | | | | | | | |
| Retirement | 11,864.00 | 896.69 | 2,676.05 | 22.56% | | | | | | | |
| Health & Life Insurance | 77,813.00 | 7,138.51 | 21,245.03 | 27.30% | | | | | | | |
| Unemployment | 1,186.00 | 90.23 | 272.38 | 22.97% | | | | | | | |
| Worker's Comp | 2,108.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 1,600.00 | 500.00 | 501.83 | 31.36% | | | | | | | |
| Space/Utilities | 1,850.00 | 1,603.45 | 1,603.45 | 86.67% | | | | | | | |
| Operating | 27,100.00 | 1,581.97 | 5,057.21 | 18.66% | | | | | | | |
| Blood Tests | 3,500.00 | 228.00 | 646.00 | 18.46% | | | | | | | |
| Indirect Cost | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Total CSE and Incentives | 572,751.00 | 45,096.98 | 131,025.56 | 22.88% | 29,705.71 | 102,041.75 | 28,983.81 | 104,380.00 | 27.77% | | |
| Child Welfare 80/20 Admin. | | | | | | | | | | | |
| Salaries | 761,776.00 | 37,389.79 | 131,312.77 | 17.24% | | | | | | | |
| Attorney | 275,000.00 | 16,147.87 | 60,174.55 | 21.88% | | | | | | | |
| Social Security | 58,276.00 | 3,078.83 | 9,909.75 | 17.00% | | | | | | | |
| Retirement | 22,568.00 | 818.80 | 2,515.59 | 11.15% | | | | | | | |
| Health & Life Insurance | 174,439.00 | 7,475.08 | 23,704.42 | 13.59% | | | | | | | |
| Unemployment | 2,257.00 | 128.69 | 413.30 | 18.31% | | | | | | | |
| Worker's Comp | 11,144.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 34,000.00 | 1,665.81 | 6,606.29 | 19.43% | | | | | | | |
| Space/Utilities | 4,700.00 | 4,476.96 | 4,476.96 | 95.25% | | | | | | | |
| Operating | 35,000.00 | 3,664.79 | 10,657.45 | 30.45% | | | | | | | |
| Contract Services | 5,000.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Indirect Costs | 414,524.00 | 31,498.49 | 85,963.78 | 20.74% | | | | | | | |
| HB 1414-Salaries | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| IV-E Special Revenue | | | | | 0.00 | 0.00 | | | | | |
| Total Child Welfare 80/20 | 1,798,684.00 | 106,345.11 | 335,734.86 | 18.67% | 85,076.04 | 268,587.81 | 67,147.05 | 359,737.00 | 18.67% | | |
| Child Welfare 100% (ACLU) Admin. | | | | | | | | | | | |
| Salaries | 505,558.00 | 19,956.97 | 61,290.03 | 12.12% | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Social Security | 38,675.00 | 1,460.94 | 4,490.29 | 11.61% | | | | | | | |
| Retirement | 14,942.00 | 520.42 | 1,609.82 | 10.77% | | | | | | | |
| Health & Life Insurance | 107,835.00 | 3,855.31 | 11,619.18 | 10.77% | | | | | | | |
| Unemployment | 1,494.00 | 59.84 | 183.79 | 12.30% | | | | | | | |
| Worker's Comp | 7,319.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Travel | 14,000.00 | 306.15 | 960.59 | 6.86% | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | |
| Operating | 500.00 | 62.36 | 187.12 | 37.42% | | | | | | | |
| 100% FTE Grant | 0.00 | 16,564.65 | 43,371.48 | 0.00% | | | | | | | |
| Indirect Costs | 5,337.00 | 327.09 | 905.36 | 16.96% | | | | | | | |
| Total Child Welfare 100% (ACLU) | 695,660.00 | 43,113.73 | 124,617.66 | 17.91% | 43,113.73 | 124,617.66 | 0.00 | 0.00 | 0.00% | | |

EXPENSES

MARCH 2017

PERCENT FOR MONTH: 25.00

| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|---|-------------------|---------------------|----------------------|-------------------|------------------|-----------------------------|-------------------------|------------------|--------------------------|---------------------|---------------------|----------------------|--------------------------|
| Core Services Admin | | | | | | | | | | | | | |
| Salaries | 676,097.00 | 41,328.28 | 126,817.45 | 18.76% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 51,722.00 | 3,033.02 | 9,224.35 | 17.83% | | | | | | | | | |
| Retirement | 19,971.00 | 1,092.32 | 3,331.77 | 16.68% | | | | | | | | | |
| Health & Life Insurance | 122,809.00 | 7,857.92 | 23,763.50 | 19.35% | | | | | | | | | |
| Unemployment | 1,997.00 | 125.70 | 382.36 | 19.15% | | | | | | | | | |
| Worker's Comp | 10,853.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 17,000.00 | 1,330.92 | 4,329.86 | 25.47% | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 12,000.00 | 3,017.78 | 5,577.13 | 46.48% | | | | | | | | | |
| Contract Services | 17,000.00 | 2,312.36 | 2,312.36 | 13.60% | | | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total Core Services / FPP | 929,449.00 | 60,098.30 | 175,738.78 | 18.91% | 54,136.07 | 159,213.33 | 16,525.45 | 71,835.00 | 23.00% | | | | |
| Employment First Admin. | | | | | | | | | | | | | |
| Salaries | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Retirement | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Health & Life Insurance | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Unemployment | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Worker's Comp | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total Employment First | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Food Assistance Fraud Administration | | | | | | | | | | | | | |
| Salaries | 32,838.00 | 2,240.31 | 6,621.16 | 20.16% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 2,512.00 | 166.69 | 492.88 | 19.62% | | | | | | | | | |
| Retirement | 985.00 | 67.21 | 198.63 | 20.17% | | | | | | | | | |
| Health & Life Insurance | 5,418.00 | 393.11 | 1,159.99 | 21.41% | | | | | | | | | |
| Unemployment | 99.00 | 6.73 | 19.87 | 20.07% | | | | | | | | | |
| Worker's Comp | 372.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 400.00 | 170.74 | 194.72 | 48.68% | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 750.00 | 8.89 | 29.65 | 3.95% | | | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total Fraud | 43,374.00 | 3,053.68 | 8,716.90 | 20.10% | 2,442.94 | 6,973.50 | 1,743.40 | 8,675.00 | 20.10% | | | | |

EXPENSES

MARCH 2017

PERCENT FOR MONTH: 25.00

| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|--|-------------------|---------------------|----------------------|-------------------|------------------|-----------------------------|-------------------------|---------------|--------------------------|---------------------|---------------------|----------------------|--------------------------|
| HB-1451 Collaborative Mgmt | | | | | | | | | | | | | |
| Salaries | 35,816.00 | 1,973.49 | 4,624.47 | 12.91% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 2,740.00 | 140.25 | 328.64 | 11.99% | | | | | | | | | |
| Retirement | 1,074.00 | 59.20 | 138.73 | 12.92% | | | | | | | | | |
| Health & Life Insurance | 11,116.00 | 612.60 | 1,435.79 | 12.92% | | | | | | | | | |
| Unemployment | 107.00 | 5.93 | 13.88 | 12.97% | | | | | | | | | |
| Worker's Comp | 716.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 1,200.00 | 140.00 | 179.00 | 14.92% | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 2,665.00 | 0.50 | 1.50 | 0.06% | | | | | | | | | |
| Contract Services | 3,000.00 | 0.00 | 3,846.18 | 128.21% | | | | | | | | | |
| Family Assistance & Mini Grants | 26,000.00 | 163.17 | 1,369.37 | 5.27% | | | | | | | | | |
| Total HB-1451 Collaborative Mgmt | 84,434.00 | 3,095.14 | 11,937.56 | 14.14% | 3,095.14 | 11,937.56 | 0.00 | 0.00 | 0.00% | | | | |
| LEAP Admin & Outreach | | | | | | | | | | | | | |
| Salaries | 51,793.00 | 3,352.10 | 10,712.22 | 20.68% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 3,962.00 | 233.70 | 750.68 | 18.95% | | | | | | | | | |
| Retirement | 1,554.00 | 6.80 | 29.46 | 1.90% | | | | | | | | | |
| Health & Life Insurance | 363.00 | 1,305.32 | 3,960.65 | 1091.09% | | | | | | | | | |
| Unemployment | 155.00 | 10.05 | 32.13 | 20.73% | | | | | | | | | |
| Worker's Comp | 584.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 500.00 | 17.50 | 17.50 | 3.50% | | | | | | | | | |
| Space/Utilities | 556.00 | 333.41 | 333.41 | 59.97% | | | | | | | | | |
| Operating | 4,500.00 | 173.36 | 825.32 | 18.34% | | | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Indirect Costs | 5,727.00 | 408.02 | 1,117.31 | 19.51% | | | | | | | | | |
| Total LEAP Admin. / Outreach | 69,694.00 | 5,840.26 | 17,778.68 | 25.51% | 5,840.26 | 17,778.68 | 0.00 | 0.00 | 0.00% | | | | |
| Options for Long Term Care Admin. | | | | | | | | | | | | | |
| Salaries | 343,948.00 | 26,825.06 | 80,373.47 | 23.37% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 26,312.00 | 1,946.69 | 5,801.70 | 22.05% | | | | | | | | | |
| Retirement | 10,318.00 | 804.73 | 2,411.14 | 23.37% | | | | | | | | | |
| Health & Life Insurance | 81,590.00 | 5,697.95 | 17,873.54 | 21.91% | | | | | | | | | |
| Unemployment | 1,032.00 | 80.46 | 241.09 | 23.36% | | | | | | | | | |
| Worker's Comp | 5,209.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 6,800.00 | 651.77 | 1,619.97 | 23.82% | | | | | | | | | |
| Space/Utilities | 1,425.00 | 1,280.36 | 1,280.36 | 89.85% | | | | | | | | | |
| Operating | 11,000.00 | 4,281.83 | 5,492.93 | 49.94% | | | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total OLTC Admin. | 487,634.00 | 41,568.85 | 115,094.20 | 23.60% | 41,568.85 | 115,094.20 | 0.00 | 0.00 | 0.00% | | | | |

EXPENSES

MARCH 2017

PERCENT FOR MONTH: 25.00

| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|---|---------------------|---------------------|----------------------|-------------------|-------------------|-----------------------------|-------------------------|-------------------|--------------------------|---------------------|---------------------|----------------------|--------------------------|
| Parental Fees Administration | | | | | | | | | | | | | |
| Salaries | 21,731.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 1,662.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Retirement | 652.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Health & Life Insurance | 20.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Unemployment | 65.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Worker's Comp | 87.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 350.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Space/Utilities | 100.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 36,250.00 | 0.00 | 24.64 | 0.07% | | | | | | | | | |
| Grant Matches | 30,786.00 | 5,726.71 | 7,423.62 | 24.11% | | | | | | | | | |
| Contract Services | 0.00 | 300.00 | 830.00 | 0.00% | | | | | | | | | |
| CW Kwik Stop | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total Parental Fees Admin. | 91,703.00 | 6,026.71 | 8,278.26 | 9.03% | 6026.71 | 8,278.26 | 0.00 | 0.00 | 0.00% | | | | |
| Promoting Safe & Stable Families Grant | | | | | | | | | | | | | |
| Salaries | 30,808.00 | 5,386.90 | 8,763.31 | 28.44% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 2,357.00 | 25.77 | 174.60 | 7.41% | | | | | | | | | |
| Retirement | 898.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Health & Life Insurance | 7,244.00 | 81.83 | 554.32 | 7.65% | | | | | | | | | |
| Unemployment | 90.00 | 35.20 | 238.47 | 264.97% | | | | | | | | | |
| Worker's Comp | 599.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Travel | 5,800.00 | 1.76 | 11.89 | 0.21% | | | | | | | | | |
| Space/Utilities | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Contract Services | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Indirect Costs | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Total PSSF Grant | 47,796.00 | 5,531.46 | 9,742.59 | 20.38% | 5,531.46 | 9,742.59 | 0.00 | 0.00 | 0.00% | | | | |
| TANF Administration | | | | | | | | | | | | | |
| Salaries | 251,955.00 | 22,898.52 | 69,310.49 | 27.51% | | | | | | | | | |
| Attorney | 0.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Social Security | 19,274.00 | 1,643.63 | 4,977.15 | 25.82% | | | | | | | | | |
| Retirement | 7,559.00 | 686.95 | 2,079.28 | 27.51% | | | | | | | | | |
| Health & Life Insurance | 47,034.00 | 4,406.95 | 13,256.76 | 28.19% | | | | | | | | | |
| Unemployment | 756.00 | 68.71 | 207.98 | 27.51% | | | | | | | | | |
| Worker's Comp | 1,947.00 | 0.00 | 174.00 | 8.94% | | | | | | | | | |
| Travel | 1,000.00 | 269.05 | 417.05 | 41.71% | | | | | | | | | |
| Space/Utilities | 830.00 | 0.00 | 0.00 | 0.00% | | | | | | | | | |
| Operating | 6,300.00 | 6,103.48 | 7,951.08 | 126.21% | | | | | | | | | |
| Contract Services | 81,375.00 | 3,325.72 | 6,746.69 | 8.29% | | | | | | | | | |
| Indirect Costs | 116,176.00 | 11,107.70 | 31,602.47 | 27.20% | | | | | | | | | |
| Total TANF Admin. | 534,206.00 | 50,510.71 | 136,722.95 | 25.59% | 43,487.19 | 117,744.59 | 18,978.36 | 72,554.00 | 26.16% | | | | |
| TOTAL PROGRAM ADMINISTRATION: | 5,779,992.00 | 397,500.49 | 1,157,582.83 | 20.03% | 344,363.51 | 1,015,378.01 | 142,204.82 | 666,462.00 | 21.34% | | | | |

EXPENSES MARCH 2017 PERCENT FOR MONTH: 25.00

| | BUDGET | NET MONTHLY EXPENSE | YEAR TO DATE EXPENSE | % OF BUDGET SPENT | EARNED REVENUE | YEAR TO DATE EARNED REVENUE | COUNTY SHARE OF EXPENSE | COUNTY BUDGET | % OF COUNTY BUDGET SPENT | LAST MONTH CASELOAD | THIS MONTH CASELOAD | CHANGE FROM PRIOR MO | AVERAGE MONTHLY CASELOAD |
|---|-------------------|---------------------|----------------------|-------------------|------------------|-----------------------------|-------------------------|---------------|--------------------------|---------------------|---------------------|----------------------|--------------------------|
| MISCELLANEOUS PROGRAMS AND EXPENSE | | | | | | | | | | | | | |
| Medical Exams | 500.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 100.00 | 0.00% | | | | |
| Case Services/Protective | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-Adoption/Retention | 1,500.00 | 1,011.58 | 1,279.96 | 85.33% | 1,011.58 | 1,279.96 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-CCR Grant | 134,022.00 | 10,316.70 | 30,958.94 | 23.10% | 10,316.70 | 30,958.94 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-FIOG don | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-Casey - DANSR Training | 0.00 | 830.00 | 830.00 | 0.00% | 830.00 | 830.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-Child Welfare don | 2,500.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-Child Welfare Hotline | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-EFF | 124,515.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.-Infant Toddler Quality | 20,000.00 | 1,801.50 | 4,876.00 | 24.38% | 1,801.50 | 4,876.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp. - IV-E Waiver | 450,750.00 | 27,000.41 | 87,124.21 | 19.33% | 27,000.41 | 87,124.21 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.- Pathways | 37,050.00 | 3,249.13 | 9,577.74 | 25.85% | 3,249.13 | 9,577.74 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.- WSS | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Grant Exp.- Misc | 7,575.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| IV-E First Year Expense | 500.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| IV-E Savings | 33,000.00 | 1,005.00 | 1,434.83 | 4.35% | 1,005.00 | 1,434.83 | 0.00 | 0.00 | 0.00% | | | | |
| Workfare Incentives | 5,000.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| Reserved for use | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | | | | |
| N/R Administration | 12,500.00 | 0.00 | 190.00 | 1.52% | 0.00 | 0.00 | 190.00 | 12,500.00 | 1.52% | | | | |
| Training, A/P-C/S | 500.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 335.00 | 0.00% | | | | |
| Training, Title XX | 5,500.00 | 1,200.00 | 1,965.00 | 35.73% | 960.00 | 1,572.00 | 393.00 | 1,100.00 | 35.73% | | | | |
| TANF Burials | 1,800.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 1,800.00 | 0.00% | | | | |
| Other, Spec. Needs, Fraud Inc. | 0.00 | 0.00 | 0.00 | 0.00% | 837.30 | 6,300.28 | -6,300.28 | (15,000.00) | 42.00% | | | | |
| Total Misc. Programs & Expense | 837,212.00 | 46,414.32 | 138,236.68 | 16.51% | 47,011.62 | 143953.96 | -5,717.28 | 835.00 | -684.70% | | | | |

| Referral ID | Referral Date | Last Primary Worker | Referral Source | Type of Complaint | PRAN | Information & Referral |
|-------------|---------------|---------------------|-------------------|-------------------|------|------------------------|
| 2718278 | 03/01/2017 | Kelly, Rebekah | Family/Relative | Youth in Conflict | N | |
| 2717987 | 03/01/2017 | Hansen-Davis, Becca | Court | Neglect | FAR | |
| 2718769 | 03/02/2017 | Kelly, Rebekah | DHS Staff | Neglect | N | |
| 2718361 | 03/02/2017 | LoPresti, C.J. | Neighbor/Friend | Neglect | FAR | |
| 2719042 | 03/03/2017 | Schechter, Alexis | Hospital Staff | Sexual Abuse | N | |
| 2718771 | 03/03/2017 | Schechter, Alexis | School Staff | Sexual Abuse | N | |
| 2719612 | 03/06/2017 | Hansen-Davis, Becca | Probation | Neglect | N | |
| 2719323 | 03/06/2017 | LoPresti, C.J. | DHS Staff | Neglect | FAR | |
| 2719367 | 03/06/2017 | Kelly, Rebekah | Hospital Staff | Neglect | FAR | |
| 2719452 | 03/06/2017 | Hansen-Davis, Becca | School Staff | Neglect | FAR | |
| 2719633 | 03/06/2017 | LoPresti, C.J. | School Staff | Physical Abuse | FAR | |
| 2719524 | 03/06/2017 | Schechter, Alexis | DHS Staff | Sexual Abuse | N | |
| 2720106 | 03/07/2017 | Kelly, Rebekah | Law Enforcement | Neglect | FAR | |
| 2720549 | 03/08/2017 | Hansen-Davis, Becca | Law Enforcement | Physical Abuse | N | |
| 2720977 | 03/08/2017 | Hansen-Davis, Becca | Court | Youth in Conflict | N | |
| 2720760 | 03/09/2017 | LoPresti, C.J. | School Staff | Physical Abuse | FAR | |
| 2720586 | 03/09/2017 | Schechter, Alexis | Law Enforcement | Sexual Abuse | Y | |
| 2720876 | 03/09/2017 | Hansen-Davis, Becca | Medical Personnel | Neglect | N | |
| 2720754 | 03/09/2017 | Kelly, Rebekah | Law Enforcement | Neglect | N | |
| 2720749 | 03/09/2017 | Schechter, Alexis | Law Enforcement | Neglect | Y | |
| 2721502 | 03/11/2017 | Kelly, Rebekah | Hospital Staff | Neglect | N | |
| 2721504 | 03/12/2017 | LoPresti, C.J. | Medical Personnel | Neglect | FAR | |
| 2721743 | 03/13/2017 | LoPresti, C.J. | Law Enforcement | Neglect | Y | |
| 2721607 | 03/13/2017 | Hansen-Davis, Becca | Law Enforcement | Neglect | FAR | |
| 2721608 | 03/13/2017 | Kelly, Rebekah | Law Enforcement | Neglect | FAR | |
| 2722176 | 03/14/2017 | LoPresti, C.J. | Family/Relative | Youth in Conflict | N | |
| 2722379 | 03/15/2017 | Kelly, Rebekah | Family/Relative | Neglect | FAR | |
| 2722331 | 03/15/2017 | Kelly, Rebekah | Family/Relative | Physical Abuse | FAR | |
| 2722902 | 03/16/2017 | Kelly, Rebekah | School Staff | Neglect | N | |
| 2722868 | 03/16/2017 | Kelly, Rebekah | Family/Relative | Neglect | FAR | |
| 2722861 | 03/16/2017 | LoPresti, C.J. | School Staff | Neglect | N | |
| 2722874 | 03/16/2017 | Schechter, Alexis | Foster Parent | Neglect | N | |
| 2722963 | 03/16/2017 | LoPresti, C.J. | Anonymous | Physical Abuse | N | |
| 2723439 | 03/17/2017 | Kelly, Rebekah | Court | Youth in Conflict | N | |
| 2724126 | 03/20/2017 | Hansen-Davis, Becca | Mental Health | Youth in Conflict | N | |
| 2724169 | 03/20/2017 | Kelly, Rebekah | Law Enforcement | Youth in Conflict | N | |
| 2724143 | 03/20/2017 | LoPresti, C.J. | Law Enforcement | Youth in Conflict | N | |
| 2724122 | 03/20/2017 | Kelly, Rebekah | Parent | Neglect | FAR | |
| 2724253 | 03/21/2017 | Schechter, Alexis | Court | Youth in Conflict | N | |
| 2724609 | 03/21/2017 | LoPresti, C.J. | Hospital Staff | Physical Abuse | N | |
| 2724614 | 03/22/2017 | Hansen-Davis, Becca | Hospital Staff | Neglect | FAR | |
| 2724852 | 03/22/2017 | Hansen-Davis, Becca | DHS Staff | Neglect | N | |
| 2725376 | 03/23/2017 | Schechter, Alexis | Law Enforcement | Neglect | Y | |
| 2724977 | 03/23/2017 | Schechter, Alexis | DHS Staff | Neglect | N | |
| 2725456 | 03/24/2017 | Schechter, Alexis | DHS Staff | Neglect | FAR | |
| 2725583 | 03/24/2017 | Kelly, Rebekah | Probation | Neglect | N | |
| 2725984 | 03/27/2017 | Schechter, Alexis | School Staff | Physical Abuse | FAR | |
| 2725874 | 03/27/2017 | LoPresti, C.J. | School Staff | Neglect | FAR | |
| 2726397 | 03/28/2017 | Hansen-Davis, Becca | Court | Neglect | FAR | |
| 2726439 | 03/28/2017 | Schechter, Alexis | School Staff | Youth in Conflict | N | |
| 2726660 | 03/29/2017 | Hansen-Davis, Becca | Court | Neglect | FAR | |
| 2726782 | 03/30/2017 | Schechter, Alexis | Law Enforcement | Neglect | N | |
| 2727016 | 03/31/2017 | LoPresti, C.J. | School Staff | Youth in Conflict | N | |
| 2727153 | 03/31/2017 | Schechter, Alexis | Anonymous | Neglect | FAR | |
| 107 | 54 | | | | | 53 |
| | 50% | | | | | 50% |

Breakout by type of Allegation:

| | | | | | |
|------------------------|----|------|-------------|-----|------|
| Courtesy | 0 | | | | |
| Court-Ordered Plmt/Se | 0 | 0% | | | |
| Delinquency | 0 | | | | |
| Domestic Violence | 0 | | | | |
| Emotional Abuse | 0 | | Y= 4 | 7% | |
| Intake Service Requ | 0 | | N= 28 | 52% | |
| Neglect | 33 | 61% | FAR= 22 | 41% | |
| OOHPE | 0 | 0% | Pending = 0 | 0% | |
| Physical Abuse | 7 | 13% | | 54 | 100% |
| Preliminary Investigat | 0 | 0% | | | 100% |
| Relinquishment Couns | 0 | | | | |
| Sexual Abuse | 4 | 7% | | | |
| Welfare Check | 0 | | | | |
| Youth in Conflict | 10 | 19% | | | |
| | 54 | 100% | | | |

MONTHLY DIRECTOR'S REPORT

To: Board of Social Services
 From: Steve Clifton
 Month: April 2017

The Director's activities for the month are as follows:

| | |
|----------|---|
| 04/03/17 | Attended interviews for the Assistant County Attorney position for the Department |
| 04/04/17 | Telephone contact with Park County regarding TANF dollars Meeting with Wanda Embrey-Goss regarding weekly supervisory conference and transition planning |
| 04/05/17 | Telephone contact with Rocco Meconi and office visit with Linda regarding the extension of Dan Slaters contract Telephone contact with community person regarding child welfare services |
| 04/06/17 | Telephone contact with Custer and Huerfano Counties regarding TANF dollars Telephone contact with El Paso County regarding TANF dollars Office visit with Jim Berg regarding HB-1451 and Child Abuse Prevention Office visit with Linda Smith regarding cameras and access process Telephone contact with a Colorado Springs nursing home regarding their authorization form for Fremont County patient who is there for a short stay |
| 04/07/17 | Attended CEOs meeting with Probation, Solvista and Rocky Mountain Behavioral Health to discuss interagency concerns Telephone contact with Huerfano County as follow-up on TANF dollars Telephone contact with Teller County regarding TANF dollars Attend Child Abuse Prevention Month Kick-off |
| 04/10/17 | Attended Administrators Meeting to discuss interdivisional issues Weekly meeting with Stacie Kwitek-Russell to discuss transition planning and department oversight Telephone contact with one of child welfare supervisors regarding Red Team Met with three ongoing caseworkers |
| 04/11/17 | Attended Supervisors Meeting for unit updates and discussion of future training needs Meeting with Wanda Embrey-Goss for weekly supervisory conference Attended the Community Relations Committee at Southern Peaks for updates on their facility Telephone contact with Family and Adult Services Administrator regarding two child welfare cases |
| 04/12/17 | Office visit with Wanda Embrey-Goss regarding on-going training and the Child Care Point of Sale machines used by Kids Klub |
| 04/13/17 | Attended BOSS Mid-Month Meeting |
| 04/14/17 | Meeting with two community individuals regarding agency operations |
| 04/17/17 | Attended Administrators Meeting to discuss administrative issues Weekly meeting with Stacie Kwitek-Russell to discuss update on training she attended the previous week and review of transition items |
| 04/18/17 | Meeting with Wanda Embrey-Goss for weekly supervisory conference and division issues |
| 04/19/17 | Meeting at USC-Pueblo as a community representative for the Humanities Program, Social Work Department |
| 04/20/17 | Attended Superintendents Meeting to go over agency inter-relationships and discuss any issues Meeting with Robin Gooldy to discuss Chamber Leadership Program progress Attend CASA noon luncheon |

COLORADO WORKS POLICIES

| Policy No. | Description |
|------------|--|
| CWP-001 | <p>Hardship Extension (60-Month)</p> <p>This allows families who have met the 60-month limit for TANF benefits apply for an extension based on a hardship.</p> |
| CWP-002 | <p>Workforce Requirements & Employment Outcomes</p> <p>This policy combined several of the previous policies into 1. It covers the areas of the assessment, setting up an individual plan, holidays and absences and various requirements.</p> |
| CWP-003 | <p>Nepotism/Conflict of Interest</p> <p>This policy lays out the process in which an application/case is handled if there is a relative employed within the agency or if it is the employee's case.</p> |
| CWP-004 | <p>Other Assistance & Supportive Services</p> <p>This policy combined the various supportive services options.</p> |
| CWP-005 | <p>Domestic Violence</p> <p>This policy defines process when a family member has been a victim of DV with regards to participation with the works unit and referral to child support.</p> |
| CWP-006 | <p>Quality Assurance/Fraud Prevention</p> <p>This defines the requirement for case reviews, separation of duties, reporting procedures.</p> |
| CWP-007 | <p>Diversion Program</p> <p>Defines the Diversion Programs</p> |
| CWP-008 | <p>County Emergency Disaster Program</p> <p>Defines eligibility requirements in a declared county emergency situation</p> |
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| CWP-004 | <p>Other Assistance & Supportive Services</p> <p>This policy combined the various supportive services options.</p> |
| CWP-005 | <p>Domestic Violence</p> <p>This policy defines process when a family member has been a victim of DV with regards to participation with the works unit and referral to child support.</p> |
| CWP-006 | <p>Quality Assurance/Fraud Prevention</p> <p>This defines the requirement for case reviews, separation of duties, reporting procedures.</p> |
| CWP-007 | <p>Diversion Program</p> <p>Defines the Diversion Programs</p> |
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Fremont County
 Department of Human Services
 (FCDHS)
**COLORADO WORKS
 POLICIES**

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|--|--|
| POLICY TITLE Hardship Extension (60-Month) | REFERENCE C.R.S. 26-2-716(5) CDHS Volume 3.606.6 |
| POLICY NO. CWP-001 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND

The FCDHS Colorado Works program is designed to support low-income families in their progression toward economic well-being. FCDHS recognizes that this progress takes more time for some families than for others, and therefore, has created this policy to ensure extensions to program benefits are provided and are appropriate, within federal and state program guidelines. An assistance unit containing an individual who has received Federal TANF assistance in Colorado or another state(s) as an adult for sixty (60) cumulative months shall not be eligible for Federal TANF assistance unless granted an extension by the county department due to hardship or domestic violence. Assistance units that contain excluded members shall not be eligible for consideration of an extension.

PURPOSE

The purpose of this policy is to establish the criteria for a hardship extension (see “Domestic Violence/Family Violence Option Policy).

POLICY

All participants, with the exception of assistance units containing excluded members, may request an extension when a hardship exists. A participant’s request for an extension can be made in person, by phone, or in writing. The request if referred to the FCDHS Good Cause Committee of which consists of five (5) staff members who are not involved with the TANF case. The request must be put into writing for the Good Cause Committee to review. The written request can be done by either the customer, friend or staff member of this agency. Extensions may be granted for up to six months; additional extensions may be granted if circumstances warrant the extension and it is requested prior to the end of the

current extension. If a participant fails to request an extension on a timely basis, an extension may be granted at the discretion of FCDHS, as long as FCDHS has not exceeded the allotted amount of extensions for our county based on the 20% statewide caseload and if the participant is able to demonstrate good cause. Good cause shall be determined by the County Good Cause Committee and may not be appealed.

Eligibility

FCDHS will consider a hardship extension if one or more of the following criteria exist:

- Inadequate, or unavailable:
 - Childcare
 - Housing
 - Transportation
 - Employment opportunities, including but not limited to:
 - When layoffs occur
 - Wages are below applicable federal and state minimum wage standards
 - Lack of jobs due to high unemployment rates and poor labor market in region. Unemployment rate must be more than 8% in Fremont County.
 - An assistance unit that includes a custodial parent over the age of 60.
- Disability of the specified caretaker or child, verified by a certified professional; If the disability is chronic, a SSI/SSDI application must be made. Granting extension for disability will be first given to those who have no other income. Generally one extension will be granted to apply for AND.
- Involvement in the legal system by a member of the assistant unit;
- Family instability, which may include but is not limited to, a specified caretaker with the inability to maintain stable employment or care for the children in their own home or in the home of a relative based on the assessment;
- Domestic Violence issues as determined by Fremont County.

FCDHS will notify all participants who are approaching the 60-month time limit on Colorado Works assistance, starting at 55 months. FCDHS will make all reasonable efforts to contact the participants by phone or in person to explain the extension process to accept a request for an extension.

FCDHS will make a determination to grant or deny the extension within 30 days of receiving the customer's request for extension. The department will provide written notification to the participant. If the extension is denied, the notice will include the reason for the denial and explain the appeal process.

Additional Criteria

FCDHS must work with participants to develop an individualized plan that will include participation activities along with county and community supports to address the causes of the extension. Additionally, the plan will include sanction procedures for failing to comply and appeal rights.

Good cause for non-compliance with the conditions of the hardship extension plan are the same as any other individualized plan developed and agreed upon, and include, but are not limited to:

- Total disability of the participant or the participant is needed in the home to provide full-time care for their disabled child. The disability of the participant or the child must be verified and documented by a medical statement.
- Victims of domestic violence who risk endangering themselves or their children by participating in a Colorado Works activity.
- Death of an immediate family member.
- Unemployment of the participant(s) at no fault of their own.
- Change in household circumstances wherein the participant with the employment is no longer in the household.

County Provisions related to Native Americans/Alaskans

Any month of receipt of assistance by an adult while living in Indian Country, or a Native Alaskan village where at least 50% of the adults were not employed will not be counted toward the 60-month lifetime limit. Up to 20% of the county caseload may be granted an extension beyond the 60-month lifetime limit due to hardship or domestic violence.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
 Department of Human Services
 (FCDHS)
**COLORADO WORKS
 POLICIES**

| | |
|---|---|
| POLICY TITLE Workforce Requirements & Employment Outcomes | REFERENCE C.R.S. 26-2-703(21); 26-2-711(1)(b) and (5)(a)(b); 26-2-714(5.5) CDHS Volume 3.606.8; 3.608.1; 3.608.2; 3.608.3; 3.608.4 |
| POLICY NO. CWP-002 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND / PHILOSOPHY

The goal of the FCDHS Colorado Works Program is to promote the long-term economic well-being of our community, through preparation for and attachment to employment for those who are able to work. FCDHS prioritizes attachment to jobs that offer a family sustaining wage and/or the opportunity for career advancement within our county. We have designed our Colorado Works program to engage individual participants with the services, opportunities, resources and tools they need to successfully find and maintain employment, and advance in their career. FCDHS facilitates robust employment gains by partnering with local businesses, educational institutions, and other service providers in our area, and advocating for our participants as a vital part of the Fremont County talent pool. For those who are not readily able to work, FCDHS Colorado Works Program offers supports and services intended to increase employability and promote family safety and stability.

PURPOSE

The purpose of this policy is to identify the mechanisms by which FCDHS ensures participants are provided with the opportunity to engage in the programs and services they need to successfully find and maintain employment, and advance in their careers. This policy explains how participants are assessed and supported on their progression to economic well-being through Colorado Works, and what criteria the county has established

for exemptions from or accommodations to standard program elements, including locally defined services offered through the Colorado Works program in Fremont County.

POLICY

FCDHS takes an individualized approach to service delivery, beginning with assessment and throughout our program delivery. In the development of an individualized plan, we emphasize family-driven goal-setting structured around attainable objectives. Because our ultimate goal is to assist participants to obtain and keep the best possible job, we structure our program with this aim in mind. FCDHS uses the full array of work activities offered under the Colorado Works program to support participants in their progress toward economic well-being. We work with customers to combine work activities to the full extent allowable under the Colorado Works program. We recognize that some participants may be unable to successfully engage in employment services at times, particularly initially. We created county-defined activities designed to support the full spectrum of participants in our program. These activities, and the criteria for determining suitability for them, are included in this policy.

Adults and youth over 16 are determined at application to be either eligible or ineligible for assistance. Cases that are without eligible adults are considered to be “child only” and are not required to participate in employment activities. Adults who are considered work-eligible are provided with individualized services and supports to promote their family’s economic well-being. FCDHS case managers assess work-eligible participants to determine which services and supports available in the program are the best fit for the participant, and working together, an individualized plan is developed.

Assessment

FCDHS conducts assessments for all work-eligible members of the household within 30 days of application. These assessments consider education, employment, household circumstances impacting economic well-being, and other relevant factors. Assessment tools are used to support the assessment interactions as needed, and documentation is retained and case noted. Based upon the assessment, an individualized plan is developed.

Job Readiness

FCDHS recognizes that even those adults who have been identified as “work-eligible” may need to pursue strategies other than employment in order to attain economic well-being. Similarly, some families may be experiencing a crisis that needs to be dealt with before employment can be pursued. Examples may include families who are living in a shelter, those newly involved in child welfare, or those addressing other immediate safety issues.

FCDHS may determine which individuals in these circumstances are not ready to focus on employment. This is determined through an assessment and addressed through the individualized plan. Domestic Violence issues are addressed in the Domestic Violence policy. FCDHS considers the presence of these circumstances as not ready to focus on employment:

- Resolving medical or mental health issues
- Actively seeking SSI/SSDI for the first time (no appeals) If in appeal, medical statement will be reviewed.
- Pregnancy past the 7th month
- Primary care for an infant younger than 12-weeks
- Primary care for a disabled family member
- Child welfare involvement requiring immediate attention
- No available child care (see below)
- Other family emergency on case-by-case basis
- Domestic Violence
- Vocational Rehab

FCDHS may require participants to document or verify their involvement in activities when not focused on employment, and will work closely with participants to schedule regular check-ins to document progress.

Job readiness in FCDHS is when an individual is able to participate in and benefit from a variety of employment and training services or activities to assist participants in identifying their goals.

FCDHS supports these individuals by applying a variety of work-centered support mechanisms, including but not limited to:

- Culture and messaging that is family- and employment-focused
- Assessing individual and family circumstances on a continuing basis through coaching interactions, in addition to using appropriate assessment tools based on unique customer situations
- Effective motivational interviewing techniques
- Development of individualized plans centered on customer needs and goal setting
- Continued skill development of Fremont County technicians and coaches to assist participants in identifying their goals for program participation.

Individualized Plan

Utilizing the assessment results, FCDHS will collaborate with all work-eligible participants to develop an individualized plan. Plan will be tailored to each participant's strengths, desires, and goals, in addition to proactively addressing challenges that may arise in the pursuit of economic security.

Case managers must collaborate with work-eligible participants to develop an individualized plan within 30 calendar days of the completion of the assessment. FCDHS uses the “My Roadmap” individualized plan in CBMS. Because the duties and responsibilities of both parties must be clearly outlined in the plan, the plans must be completed in their entirety, and agreed upon by both the participant and the county worker. Plans may draw upon the full array of work activity opportunities, and/or include FCDHS defined hold activities (see below), supportive services, and referrals, as warranted. Individual plans will be revisited at least every 6-12 months to ensure objectives are still relevant and support individuals in meeting their goals. Referrals will be made as needed to aid in progression, as the plan also guides necessary follow up with others providing support in the plan.

Segregated Funds – “Non-TANF County MOE”

FCDHS may utilize Non-TANF MOE funding under the following circumstances:

- Individuals are involved in the process of applying for Social Security disability benefits
- Individuals are involved with domestic violence issues
- Individuals have a current behavioral or physical health issue, documented by a medical or mental health professional
- Individuals who have been assessed with having other significant challenges to working that may include, but are not limited to:
 - Limited English Speaking
 - Children Circumstances
 - Essential Skills Lacking
 - Substance Abuse Problems
 - Homelessness

Participants identified for this type of payment shall only be done after a thorough assessment that utilizes criteria to determine their appropriate Job Ready Skill level. The Job Ready Skills level will be determined by having the participant, during the assessment phase with the assigned Case Manager, complete a Job Readiness Checklist. By compiling the score from the Job Readiness Checklist and comparing that score against the job ready skill Level will determine if the participant shall receive this type of payment. Only participants that are identified as Skill level IV shall receive this type of funding.

Child Care Availability

FCDHS defines available child care as child care that maintains the health and safety of the child while encouraging growth and development.

Child care may be provided either by a licensed or exempt child care provider. An unlicensed provider is found unsuitable by FCDHS if an individual residing in the home in which care is being provided, or who has access to the home, has a record of child abuse or neglect, violent behavior, substance abuse or any activity that may endanger the health or welfare of the child.

FCDHS uses the “child care unavailable” activity code in CBMS when participants who are caring for a child(ren) have demonstrated inability to obtain available child care. These participants may not be sanctioned.

In order to be considered “available,” care must be:

- Affordable. Affordable child care is defined as child care for which the out-of-pocket cost to the parent does not exceed 20% of the family’s gross earned income.
- Within a Reasonable Distance. Child care within a reasonable distance is defined as: Distance between the child’s home and child care setting or the parent’s place of employment/training and the child care setting does not exceed 1 ½ hours per setting and does not exceed three (3) hours per day.
- Appropriate. Providers offering a safe and healthy environment for all children and specialized care for children with medical conditions or special needs.

Child care unavailability does not need to be documented in any prescribed way. FCDHS exercises the Prudent Person Principle in instances where documentation is unavailable or when obtaining such would create undue hardship to the family.

Notification

Adult participants who are exempted due to any of the above (or any other criteria) must be notified that even though they may be exempted from work-related service requirements, they are accumulating TANF months that count toward their 60-month lifetime limit.

Employment-focused Services

FCDHS places a high value on the goal of economic well-being of our community, through preparation for and attachment to employment. FCDHS focuses on attachment to all jobs, but prioritizes those offering a family-sustaining wage, as defined locally by the Colorado Department of Labor and Employment, and the opportunity for career advancement within our county. Participants who are determined to be job ready through the assessment process are individually engaged to ensure the most appropriate services and supports are provided to meet their employment goal.

Job ready participants who do not have educational or skills gaps that need to be addressed may benefit from one or more of the following activities:

- Employment
- Subsidized Employment
- Work Experience/Internship
- Community Service
- Job Search
- On-the-job training
- Unsubsidized Employment
- Alternate Work Experience

These services are always paired with individualized case management, coaching, supportive services, and referrals as needed. Participants in these activities will have child care provided through the Colorado Works program or Colorado Child Care Assistance program, as available. Participants in these activities will be asked to support their progress through provision of state-required documentation, as specified in the state's Work Verification Plan.

Education-focused Services

FCDHS recognizes that for some participants, lack of formal or sufficient education may preclude them from successfully attaching to or sustaining employment. Participants who are lacking necessary educational qualifications and/or skills are individually engaged to ensure the most appropriate services and supports are provided to meet his/her needs.

FCDHS makes a concerted effort to provide participants with robust opportunities to enhance their education. FCDHS offers GED preparation classes twice a week for our participants. FCDHS works individually with participants to determine the best combination of offerings to quickly advance their employment goal and maximize their time in the program.

Participants who have identified educational or skills gaps may participate in any of the following activities:

- Basic Education
- Vocational Education
- English as a Second Language
- Job Skills Training
- Work Study
- High School
- GED Prep

In addition to the above listed work activities, FCDHS will utilize these work activities:

- Employment Counseling
- Home Schooling certified by the local school district
- Attendance in Community classes: i.e. Headstart, Family Center, Family Crisis
- Maternity/Baby
- Medical Treatment/Substance Abuse
- Mental Health Counseling
- Court Related/Child Protection
- Homeless/Housing Issues
- Transportation Issues
- Domestic Violence
- Vocational Rehabilitation
- SSI Referral
- Care of a Disabled child/adult as determined by a medical statement
- Schooling beyond the 12 month federal limit
- Job search beyond the 6 week federal limit
- Completion of a county client assessment

These services are always paired with individualized coaching, supportive services, and referrals as needed. Participants in these activities will have child care provided through the Colorado Works program, or the Colorado Child Care Assistance Program. Participants in these activities will be asked to support their progress through provision of state-required documentation.

Holidays and Absences

To help prepare our participants for employment outside of the Colorado Works program both employment and educational activities are treated like work.

Allowable excused absences may include, but are not limited to the following reasons:

- Temporary Child Care disruption
- Funeral Leave
- Legal Obligation
- Site closed due to weather or for child if attending school
- Medical appointment for self or child
- Substance abuse treatment/counseling appointment/probation appointment.
- Hospitalization of self, child, or other immediate family member

10 holidays are recognized by the Colorado Works Program:

- New Year's Day
- Veterans Day
- Memorial Day
- Independence Day
- Labor Day
- President's Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day

These holidays do not require prior permission from their Case Manager. FCDJS will also allow four (4) personal days per participant (one day per quarter). These four (4) personal days per participant must be approved by their Case Manager. These four (4) personal days per participant will not count toward their participation rate and will be shown on the particular monthly tracking sheets as "PA" which would indicate it was an approved "personal absence".

FCDHS may approve additional excused absences, with respect to cultural and religious reasons, on an individual or case-by-case basis. The total number of excused absences will be limited to 80 hours per year and no more than 16 hours per month. Excused absences only apply to unpaid work activities. The excused absences will be counted, hour for hour, as participating hours. It is highly recommended that participants obtain an excused absence from their Case Manager prior to the date they will be absent.

The Case Manager shall review this policy with each participant when the initial plan is completed and at each renewal. The Case Manager shall also track the excused absences per participant per their twelve (12) month period. All requests for excused absences shall be attached to the particular monthly tracking sheet for verification purposes.

Good Cause: Work Requirements

FCDHS makes every reasonable effort to ensure individualized plans are appropriate, achievable, and the most likely strategy to support a participant's long-term economic well-being goals.

FCDHS recognizes that there may be instances where a participant is unable to comply with the plan's terms. Good cause in FCDHS is defined as follows: unforeseen, unusual or unavoidable circumstances that would prevent most people from being able to engage in their plan as expected. Fremont County does not require documentation or verification for good cause, but does require that notice be provided within 48-hours of disengagement in order to avoid sanction. Notification should explain the reason for disengagement and should demonstrate good cause.

In general, the Prudent Person Principle is used to determine good cause. At minimum, good cause for the county not pursuing a sanction will include:

- Breakdown in child care arrangements or a lack of available and appropriate child care
- Remotely located without transportation and unable to relocate or a breakdown in transportation arrangements with no feasible alternative
- School obligations that frequently necessitate a parent's or specified caretaker's attendance
- Loss of housing, or a housing crisis that might result in homelessness or eviction, which prevents the individual from participating in the requirements of their Roadmap
- Verifiable medical emergencies or crisis involving members of the family
- Short term temporary relapse in a participant's certified drug/alcohol treatment program
- Legal proceedings for the participant or a dependent minor
- Employment Issues when layoffs occur, wages are below applicable federal and state minimum wage standards, working conditions present a risk to health or safety, or Workers' Compensation protection does not exist
- Participant's incarceration of less than thirty days
- Jury duty
- Death of a family member or authorized representative
- Other situations, as determined by the Fremont County

The participant must complete a Good Cause request and submit the completed Good Cause Form with any supporting documentation to their Case Manager. The Case Manager will forward said request to the chair person for The Good Cause Committee. The Good Cause Committee will review the information and make the determination to allow good cause. The Good Cause chairperson will complete the Good Cause form and send a copy to the client and provide a copy to the Case Manager. In the event that a participant does not provide good cause rationale, a participant may be sanctioned or a case closed for demonstrable evidence.

Outcomes

FCDHS uses work engagement strategies to ensure meaningful participant outcomes, while maintaining federal program requirements. FCDHS has identified the following outcomes to be meaningful in promoting the long-term economic well-being of our community, through preparation for and attachment to employment for those who are able to work; FCDHS tracks this data on a quarterly basis:

- Job Retention
- Job Promotion
- Wage and Benefits
- Wage Increases
- Progress towards established goals
- Goal Achievement

- Signed by:

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- FREMONT COUNTY BOARD OF SOCIAL SERVICES:

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Commissioner Payne

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Commissioner Bell

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Commissioner McFall

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Fremont County
 Department of Human Services
 (FCDHS)
**COLORADO WORKS
 POLICIES**

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| POLICY TITLE Nepotism/Conflict of Interest | REFERENCE C.R.S. CDHS Volume 3.603.1 |
| POLICY NO. CWP-003 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND / PHILOSOPHY

The FCDHS Colorado Works program is designed to support all low-income families in their progression toward economic well-being. FCDHS is committed to providing assistance and services to all those who qualify, including those employed by Fremont County, FCDHS will not discriminate nor show bias with these individuals and/or families. If a potential conflict of interest case is identified, a determination is made regarding the appropriate process and associated actions to be taken on the case.

PURPOSE

The purpose of this policy is to identify the mechanisms by which FCDHS prevents conflict of interest or appearance of a conflict of interest from occurring within the department. To ensure that applicants are provided with assistance and services without concern for preferential or biased treatment by program staff, standards and procedures have been developed and outlined by FCDHS and are followed by staff who play a role in the determination of program eligibility and case management functions.

POLICY

Intake

Applications submitted by an employee of FCDHS will be processed in a fair and equitable manner and according to the same guidelines as all other applications. No applicant will be discriminated against based upon the applicant's race, creed, religion, political affiliation, sexual orientation, or station in life. In the event an applicant is a blood-relative, relative by marriage or adoption, former spouse or otherwise related to a Fremont County employee or elected official, a close friend or any member of the department staff, or any other

reasons exists which might create a potential conflict of interest, the FCDHS staff member assigned to the case will immediately notify his/her supervisor. If the conflict of interest is associated to the supervisor's relationship with the applicant, the staff member will immediately notify the FCDHS Assistance payments Administrator.

FCDHS relies upon the discretion and sound judgment of employees to identify situations as described above, and to follow the appropriate protocol. In the event that a staff member, customer, or citizen at large identifies a conflict on behalf of another entity who has not disclosed the potential conflict, such instances will be documented and shared with the supervisor and/or Assistance Payments Administrator as prudence requires.

The supervisor reviews the nature of the potential conflict of interest and determines how the application will be processed, which may include, but is not limited to:

- The Eligibility Program Supervisor processing the case and maintaining case assignment;
- Forwarding the application to a neighboring county for processing;
- Permitting a staff member to process the application and having the Eligibility Program Supervisor review the case and assign accordingly;
- Reassigning the case to another Fremont County staff member within the Department; or
- Permitting the original assigned county staff member to process the application through regular business process.

Once the supervisor has determined that the case is to be a conflict of interest case, it is marked in CBMS as a confidential case and assigned to the appropriate ongoing eligibility supervisor.

Ongoing

For Colorado Works customers who receive a benefit above and beyond basic cash assistance (e.g. supportive services, special needs payments, child care, monetary incentives, etc.) where a conflict of interest may exist, the supervisor will be notified for approval prior to issuance. FCDHS makes every effort to ensure case managers are not asked to handle cases where a conflict of interest may be present, but recognizes that sometimes this cannot be avoided. In that circumstance, measures to ensure additional supervision will be made. Customers will be notified of this additional supervision immediately when conflict is identified, and the staff person will assist the customer in accessing the supervisor.

If questions and/or concerns arise regarding the possibility of a conflict of interest during case management or at any time throughout the life of the case, the case manager will consult with the supervisor immediately. The established guidelines as outlined in this policy will then be followed. Any employee who has reason to believe that another employee is providing a service to a Colorado Works participant that involves payment of governmental funds to the employee or household member of the employee, that employee shall notify the FCDHS Assistance Payments Administrator immediately. In these instances,

the county attorney may be consulted to ensure fidelity to the program is maintained; involvement of the county attorney will automatically result in notification to the state office as well.

Case File Maintenance

In all circumstances, these sensitive cases and associated records are kept confidential in a locked filing cabinet in the assigned supervisor's office, separate from all other case files. Case management records and system case notes are only accessible to certain staff with a special security profile, authorized and granted by the system administrator, which is the supervisor. To assure compliance, Quality Assurance (QA) measures are implemented in FCDHS to discourage and detect the occurrence of fraud, and include, but are not limited to the following:

- FCDHS maintains a separation of functions within the department that are reasonable and required in relation to Department business processes.
- A periodic supervisory sampling of cases, including case reviews, to monitor the determination of client and vendor eligibility and the proper calculation and issuance of benefits.

Additional Criteria

At no time will a member of the FCDHS staff accept any gift, service, or preferential treatment from an applicant. Any such offer will be reported to his/her immediate supervisor. Workers throughout the department are encouraged to report any concerns of suspected fraud.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
 Department of Human Services
 (FCDHS)
**COLORADO WORKS
 POLICIES**

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| POLICY TITLE Other Assistance & Supportive Services | REFERENCE C.R.S. 26-2-706.6; 26-2-709 CDHS Volume 3.606.8; 3.609.961 |
| POLICY NO. CWP-004 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND / PHILOSOPHY

FCDHS, along with our workforce development partners, economic development community, community-based organizations, education and training providers, and other stakeholders plays a key role in supporting economic well-being for low-income individuals and families in our community. FCDHS recognizes that employment is a key component of family stabilization and economic stability, and acknowledges that education and other work and family supports are crucial for attachment to employment that offers family-sustaining wages, and career advancement opportunities.

Because of this, FCDHS provides broad assistance to eligible Colorado Works participants to help them establish economic security, enhance their quality of life, and promote employment goals.

PURPOSE

The purpose of this policy is to outline supports and services available through FCDHS. Access to these services is contingent upon individual and family needs and Colorado Works program engagement, within the limits of county resources.

POLICY

Income Eligibility

To receive other assistance or supportive services, participants must be eligible for basic cash assistance and meet all criteria for the Colorado Works program.

Additional Eligibility

Participants must meet criteria for non-financial eligibility for the Colorado Works program.

All case types are eligible for the supports defined by this policy, as family need and county resources allow. All additional supports and services must be identified in the individualized plan and case documentation must be provided to substantiate need.

FCDHS takes an individualized, strengths-based approach when assessing families for supports and services that they may be need in addition to their cash grant, and beyond standard program services. FCDHS staff has the responsibility of linking participants to resources that will help support their long-term economic security, and ensuring they receive appropriate supports in a timely manner. This includes advocacy, counseling, prevention and intervention, and mediation services, when appropriate.

ALL FAMILIES

Quality Child Care

Child care assistance in the form of cash aid, a vendor payment, or low-income Child Care Assistance may be provided through the Colorado Works program as the need arises. Appropriate child care is defined as child care that maintains the health and safety of the child while encouraging growth and development. The child care may be provided either by a licensed or exempt child care provider. An unlicensed provider is found unsuitable by FCDHS if an individual residing in the home, or who has access to the home, has a record of child abuse or neglect, violent behavior, substance abuse or any activity that may endanger the health or welfare of the child. Providers offering specialized care may be available for children with medical conditions of special needs.

Family Stabilization

FCDHS provides or makes appropriate referrals for a variety of family strengthening and support services including, but not limited to: life skills workshops, parenting classes, support groups, mentoring programs, health and nutrition classes, domestic violence perpetrator treatment, and mental health services.

Enhanced Family and Employment Supports

Fremont County may provide work subsidies on a limited basis to support attachment to the labor market as county resources allow. The opportunities for paid or unpaid internships are developed on an individualized basis.

The paid internships provide immediate access to employment and earnings, and to increase work experience, skills and connections in order to improve their employability after the paid subsidy ends.

The unpaid internships provide work experience by including skills training such as soft skills, time management and computer skills, helping with choosing a career choice and connecting with an experienced person who can guide and mentor the participant.

Additional or supplementary payments germane to attachment to employment may also be provided, and may include, but are not limited to, the following:

- Transportation Expenses to Participate in Employment, Training, or Job Preparation;
- Automotive related items;
- Employment Required Tools and Equipment and not covered by the Workforce Investment Opportunity Act (WIOA);
- Clothing;
- Glasses;
- Dental Work, or other Prosthetic Devices necessary for Employment and not covered under Medicaid or Vocational Rehabilitation services;
- Relocation Assistance, consistent with a firm job offer;
- Personal Care Items and services needed for participating in work-related activities;
- Phone Service;
- Child care;
- GED classes and test fees;
- Licensing exams;
- Dues and Fees;
- Tuition, books, supplies and fees associated with an approved educational plan.

Referrals

FCDHS provides referrals for any available supportive services to applicants and participants. Referrals include but are not limited to:

- Shelter services for families who are homeless or in danger of homelessness;
- Shelter services for victims of domestic violence and their children who are homeless or in danger of homelessness;
- Treatment of victims of domestic violence and their children;
- Budget management for victims of domestic violence and their children and to substance abuse clients;
- Treatment to perpetrators of domestic violence and for victims of domestic violence and their children;
- Parenting skills and improve school readiness;
- Substance abuse treatment;
- Mental Health services;
- Women and adolescent intensive outpatient therapy;
- Day treatment services;
- Treatment for victims of sexual abuse;
- Food Assistance to individuals and families; food banks;
- WIC Assistance;
- Child Welfare services for Title IV-A Emergency Assistance eligible families.

Payment

The maximum amount of expenditures per participant may not exceed two thousand dollars (\$2,000.00) in a twelve (12) month period, excluding child care assistance. The twelve (12) month period will coincide with the state fiscal year July through June of each year. All expenditures shall be documented in the case record and inputted into CBMS for tracking purposes. County Director or the Director's designee has the discretion to override the amount of other assistance if a hardship exists. The Director, or designee, must document such hardship in CBMS.

Assistance may be provided either as a one-time assistance payment or on an on-going basis, both of which are intended to promote sustainable employment. Payments will be made to a participant's EBT card or as a direct vendor payment, depending on the nature of the approved expense. Any expenditure over two hundred dollars (\$200.00) shall be made directly to a vendor, unless, approved by the unit supervisor to be made directly to the participant.

In addition to the two thousand dollars (\$2,000.00), a participant that obtains or maintains employment is also eligible for start to work expenses which may include but are not limited to the above listed items.

Additional Cash Assistance

FCDHS may authorize recurring payments designed to meet the basic ongoing needs of the persons in the assistance unit, as determined by a needs assessment and documents in the individualized plan.

Basic ongoing needs shall consist of, but are not limited to:

- Food
- Clothing
- Shelter
- Utilities
- Household Goods and General Incidental Expenses
- Personal Care Items
- Transportation Assistance
- School Assistance including Fees for Extracurricular Activities
- Child Care Assistance

FCDHS may allow payments for a special need to a parent or specified caretaker whose child(ren) is eligible and receiving Colorado Works cash assistance.

Additional Cash Assistance may be provided in addition to the monthly BCA in order to support specified caretakers to ensure their continued ability to care for children, or support Colorado Works families with an assessed need.

Assessed Need

An assessed need is defined as any need of a family receiving Fremont County basic cash assistance, beyond ordinary, routine living expenses. Assessed needs include but are not limited to, the items listed above in all categories other assistance and supportive services outlined in this policy. Other items may be identified on a case-by-case basis, at the discretion of FCDHS.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
Department of Human Services
(FCDHS)
**COLORADO WORKS
POLICIES**

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| POLICY TITLE Domestic Violence | REFERENCE C.R.S. 26-2-716 CDHS Volume 3.602; 3.604.2 |
| POLICY NO. CWP-005 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

PURPOSE

Domestic Violence issues may prevent an individual from engaging with the standard components of the Colorado Works Program. FCDHS will conduct a screening and assessment and will provide specific information, materials, and services that support individuals involved in family (domestic) violence, as defined in Colorado Works program rule.

POLICY

The FCDHS procedure allows applicants and participants to voluntarily and confidentially self-identify as victims of family (domestic) violence, by providing multiple, safe opportunities for participants and applicants to disclose this information, and using trained staff to conduct routine assessments. Self-disclosed information remains confidential, unless an immediate threat to safety or well-being is present.

FCDHS provides referrals to appropriate domestic violence advocacy, counseling, and support services. Brochures and other informational handouts regarding Domestic and Family Violence issues are distributed and available in English and Spanish to all Colorado Works applicants and participants. This information is provided at the initial application and with every redetermination.

All Colorado Works applicants will be screened and identified using the state's domestic violence screening form. Screening will occur during initial application, and be addressed again at orientation and during one-on-one case management, as warranted. The eligibility technician shall ensure that the "Acknowledgment of Domestic Violence Notification and Application Waiver" has been signed and filed in the case file on a yearly basis.

Waiver

FCDHS will offer a good cause waiver that exempts program participants who have experienced or are experiencing family violence from Colorado Works work activities, and/or increased months to the 60-month TANF time limit, and/or the requisite engagement with child support services. FCDHS will involve the participant in the invocation of any waiver; the participant may accept or refuse any waiver offered. Good cause is granted as follows:

1. **Work activities/time clock:** If a customer is identified as a survivor of domestic violence that interferes with the safety and/or ability to participate in the Colorado Works Program, counties must offer the customer a waiver.
2. **Child Support Services:** If a customer is identified as survivor of domestic violence and seeking child support services would potentially endanger or unfairly penalize her or her family if she participated in the program requirement, counties must offer a child support engagement waiver to the survivor.

Individuals receiving a waiver will be referred immediately to the appropriate domestic violence advocacy and support services. Individuals will also be provided information about and, if requested, enrolled in the statewide Address Confidentiality Program (ACP). This referral and associated services will be captured in the individualized plan, and reassessed every six months. Waivers will be accompanied by documentation describing the following:

1. Past, present and ongoing impact of family violence on the individual and family
2. Individual's available resources
3. Specific program/work components being engaged in as well as those waived
4. While maintaining safety of the individual as a priority maximize opportunities to engage in education, training, work, and other activities leading to family financial security

Training

FCDHS staff will receive state-sponsored training in recognizing, responding, and referring survivors and/or perpetrators of domestic violence, including associated impacts on economic independence and community resources. All staff who play a role in working with Colorado Works applicants and customers (i.e. intake, eligibility, assessment, case management, sanctioning, or workforce development) will be trained; training will be taken at least once every five (5) years. FCDHS supplements state trainings that are offered with internal trainings provided in collaboration with the local and/or state domestic violence programs or agencies.

FCDHS requires that any contractor who plays a role in working with Colorado Works applicants and customers (e.g., intake, eligibility, assessment, case management, sanctioning, or workforce development) will be trained and will complete the state-sponsored domestic violence course. Certification of domestic violence training will be required in all contracts for such services. FCDHS will verify that each contractor's staff member as described in this paragraph has been trained.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
 Department of Human Services
 (FCDHS)
**COLORADO WORKS
 POLICIES**

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| POLICY TITLE Quality Assurance/Fraud Prevention | REFERENCE C.R.S. 26-1-112; 26-1-118; 26-2-703(17.5) CDHS Volume 3.609 CDHS Fraud Prevention Manual |
| POLICY NO. CWP-006 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND/PHILOSOPHY

The fundamental values of the FCDHS Colorado Works program include respecting the dignity and well-being of all people, promoting self-determination, honoring cultural diversity, advocating for social justice, and acting with integrity, honesty, genuineness, and objectivity. Program staff considers these standards in ethical and professional decision making. It is the intent of FCDHS to promote consistent organizational behavior and develop effective working relationships with human services system and community partners. We respond to the direction of human needs and human circumstance and enhance customer safety, independence, functioning, health and well-being within the context of our community and environment. Likewise, we uphold the integrity and ethics of our own profession, and continually work to increase our professional growth. Finally, we recognize and build on customer and community strengths, and value the accountability of the use of public dollars by maximizing efficient use of resources.

PURPOSE

The FCDHS Quality Assurance and Fraud Prevention policy is established to facilitate the development of systems that will aid in the prevention and detection of internal and external fraud. It is the intent of FCDHS to take all allegations of fraud seriously, to investigate all allegations of fraud appropriately, to maintain procedures for assessing the risk of fraud and to educate staff and partners at all levels on fraud awareness and relevant procedures.

This policy contains the standards and framework for the maintenance of program integrity that ensures program accuracy and prevents the misuse of benefits. This policy applies to any irregularity, or suspected irregularity, involving employees as well as customers, contractors, vendors, consultants, stakeholders, and/or other outside agencies with a business relationship with the department.

POLICY

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. FCDHS supervisory staff is responsible for the prevention and detection of fraud.

Risk Assessment

Each member of the supervisory team will be familiar with the types of fraud that might occur within his or her area of responsibility. Management staff is aware of specific behaviors within their work group that can signal that the environment is at high risk for fraud. Staff is prepared to prevent and/or minimize the development of these risks as well as manage these risks and their potential impact in a professional manner.

STRATEGIES

Internal Controls

Fraudulent acts committed by employees of FCDHS may include theft or misuse or misrepresentation of data for use in determining eligibility and grant amounts. Common methods and types of internal fraud identified by departments of human services include:

- Deliberate overpayment of benefits to customers
- Creating false persons and applications
- Reporting false information on behalf of the customer
- Transactions (expenses, income, etc.) recorded for incorrect sums
- Altering amounts and details on client documents/cases
- Over-riding denial/fail decisions so as to approve benefits
- Misappropriation of funds
- Unauthorized transactions
- False identification used
- Creating false addresses
- Reversing claims and overpayments without resolving
- Removing benefits from client accounts
- Falsifying documents
- Forged signatures
- Accessing benefits of deceased clients
- Claiming mileage for destinations not traveled

Management, in conjunction with Human Resources, will resolve irregularities concerning an employee's ethical or behavioral conduct.

Protocols | Other Criteria

(See FCDHS Nepotism/Conflict of Interest Policy #CWP-003)

- Case reviews shall be completed monthly by unit supervisors and Quality Assurance Specialist. Findings are reported to the employee carrying the case with a copy to the division administrator.
- Individual Plans that pertain to a State or Family Stabilization Diversion payment shall contain the following signatures: Department employee; employee's supervisor and the client. A copy of signed plan is provided to the Assistance Payments Administrator.
- A monthly report will be produced that indicates all of the month's diversions payments that have been made. The report shall show the date the payment was made, the case number, client name, amount paid, and the pay month. This report is provided to the Assistance Payments Administrator who will compare it against the copies of the individual plans for verification. If the administrator doesn't have a copy of the plan, the unit supervisor is contacted immediately to provide copy of same.
- All supportive services payments shall consist of a two (2) step process. The department employee shall request a supportive services payment and the supervisor will authorize the payment. Once the payment has been authorized, one (1) copy of the authorization is screen printed for the case file and the summary sheet is printed and is provided to the business office. All supportive services payments over two hundred dollars (\$200.00) shall be paid by vendor payment instead of directly to the client when possible. Any payment over \$200.00 to be paid directly to the client requires the approval of the unit supervisor.

Separation of Duties

- Any department employee that has been given the duty of issuing EBT cards shall not be given the security profiles of interactive interview.
- All applications are assigned to the Application Initiation Unit. This unit is not solely responsible for initiating the application and their security profile shall not allow them to process the application to payment status. Once the application is initiated, it shall be assigned to the eligibility worker to process.
- The supervisor for the works unit shall be the primary employee that can approve supportive services. The eligibility supervisors will act as back-up to authorize supportive services.
- Only the unit eligibility supervisors who will be given security access for non-system determined issuance. The division administrator must approve all requests prior to them being processed.
- Employees are prohibited from being designated as an authorized representative for a client.

External Controls

FCDHS addresses Fraud Prevention with our customers using a strength-based approach. We strike a balance between encouraging independence and family well-being and committing to the prevention, detection, and correction of misconduct and dishonesty. At eligibility, FCDHS staff reviews and verifies supporting documentation provided by the applicant on the application, and requests pertinent information as necessary to determine program eligibility. Workers will, whenever possible, contact the county or state in which the applicant formerly resided (if applicable) to gather information needed to conform eligibility of the applicant including, but not limited to, previous eligibility, sanctions, work history, and fraudulent activities. A FCDHS staff member verifies household composition, employment, and residence status by the following procedures which include, but are not limited to:

- Interfaces
- Collateral contacts
- Unannounced home visits
- Other legal means deemed necessary to determine eligibility

A FCDHS staff member who discovers or suspects fraudulent activity will:

- Establish a recovery for the over issuance period
- Document the recovery in CBMS case comments
- Complete an investigation referral form
- Attach the investigation referral form to the case record and submit to unit supervisor for review and approval. The referral is forwarded to the Fraud Investigator.
- A record of all fraud referrals is maintained by the Investigations Supervisor.

Prudent Person Principle | Collateral Contact

When necessary and practical, FCDHS implements procedures for independent verification of customer information. We check on addresses, Social Security Numbers and other case information. Examples of checking on customer information include, but are not limited to:

- Checking addresses in Google, and/or other search engines
- Checking addresses with the county assessor
- Checking Social Security Numbers for validity or duplication
- Contacting Landlords
- Confirming family membership and their identities
- Calling Employers
- Checking School records

Monitoring

FCDHS utilizes effective interviewing techniques throughout the life of a case to prevent and detect fraud. Additionally, Supervisors and Administrators run a variety of reports to review case work for abnormalities, payments over a specific threshold limit, Diversions, supportive services and other activities that may point toward fraud. The Administrators and the Business Office review payment patterns and statistics. Reports reviewed include, but are not limited to:

- Payments over \$1500.00
- Daily Issuance Participation Report
- Security Profiles in the Colorado Benefit Management System
- Supervisory authorization at specified levels of benefit approval
- Death Match Report
- PARIS
- Out of State Electronic Benefit Transfer (EBT) Usage
- Duplicate Social Security Number (SSN) Report
- IEVS Reports
- EBT Prohibited Access Reports

The Administrators and the Business Office use application logs and other internal tracking devices to cross reference specific case actions.

The FCDHS Quality Assurance Specialist and unit supervisors uses the walk-in and cases processed logs to pull case actions for each worker. Supervisors then review and provide results to the employee. This process is instrumental in preventing and detecting fraud, and enhancing our ability to find errors, target training and staffing needs, and ensure that our customers are receiving appropriate benefits and services.

Reporting Procedures / Fraud Investigations

FCDHS staff are encouraged to report concerns to the FCDHS Fraud Investigator, who prepares a written report for the assistance payments supervisor and investigations supervisor to review and determine what, if any, further action will be taken. Weekly meetings are held with the investigator, supervisor and administrator to review these referrals. If there is a determination to proceed with IPV, the case is then staffed with the County Attorney for final approval before proceeding. Actions can include, but are not limited to:

- Determination that no fraud was committed
- Further investigation is required
- Determination of the amount of overpaid benefits
- Referral back to the case manager
- Termination of assistance
- Administrative hearings
- Referral for establishment of account receivable
- Referral to the District Attorney (DA) for prosecution

The State Fraud Hotline is maintained to encourage the public to report suspected fraud 24 hours a day by telephone at 1-877-934-6361, by fax at 303-866-7332.

Confidentiality

FCDHS staff and others involved in the process of fraud investigation treat all information received confidentially. Investigation results will be disclosed or discussed on a "need to know" basis only. This is important to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct. Any employee who suspects dishonest or fraudulent activity will notify the director, or designee, immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Staff Training

New staff is trained at the time of hiring on the department's values and code of ethics. The training explicitly covers fraud awareness and prevention with a positive tone, and stresses the expectations on all employees regarding their duty to communicate certain matters, specific examples of suspected fraud, and how to report. Ongoing training is offered through the Colorado Welfare Fraud Council (CWFC) and the state Division of Employment and Benefits Professional Development Academy.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
Department of Human Services
(FCDHS)
**COLORADO WORKS
POLICIES**

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| POLICY TITLE Diversion (State and County) Program | REFERENCE C.R.S. 26-2-706.6 CDHS Volume 3.606.8 |
| POLICY NO. CWP-007 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND

FCDHS recognizes that families may have immediate and short-term needs for financial assistance that, if met, can quickly stabilize the household, thereby diverting a need for ongoing basic cash assistance (BCA). In order to meet these needs in the community, FCDHS provides a diversion cash assistance program for qualified families.

PURPOSE

The purpose of this policy is to identify the eligibility and suitability criteria for diversion payments, outline programmatic components associated with such payments, and establish a period of ineligibility for receiving ongoing cash assistance, barring hardship, once diversion has been issued. Maximum dollar thresholds are also established in this policy.

A diversion payment is a needs-based, cash or cash-equivalent payment designed to meet short-term needs. Payments are designed to address specific crisis situations or episodes of need and are not designed to meet basic ongoing needs.

Families who meet eligibility criteria for basic cash assistance may be eligible for a state diversion payment. Families who otherwise meet the eligibility criteria for basic cash assistance, but are over the income guidelines (needs standard) and whose income is less than \$75,000 annually may be eligible for a county diversion payment.

FCDHS has state diversions (which includes Family Stabilization State Diversions) and county diversions (which are subject to available appropriation) available. They are only to be made when there is no need for ongoing support or more extensive case management or services, and the payment is expected to substantially promote or maintain a family's economic well-being through attachment to employment or another steady source of income. Prior to issuing a diversion payment, FCDHS will determine that ongoing need is not anticipated.

POLICY

FCDHS provides cash or cash-equivalent payments not to exceed the listed amounts per family to eligible and suitable families based upon established need, in conjunction with the determination that need is not expected to be ongoing.

- State Diversion not to exceed \$1,700.
- County Diversion not to exceed \$500 in a month up to a maximum of \$1,000 per year . The year begins when the first payment was issued.
- Family Stabilization Diversion not to exceed up to twice of the BCA amount for which they would have been eligible.

Eligibility

To receive a state diversion payment, applicants must be found eligible for basic cash assistance (BCA) by Colorado Benefits Management System (CBMS). Payments will be made through CBMS. Those who are otherwise eligible for BCA but are over the income guidelines (needs standard) and whose income is less than \$75,000 annually may be eligible for county diversion. To be eligible for the County Diversion, the family must have received a TANF BCA payment from FCDHS within the past 12-months, be employed and meet the 185% eligibility guidelines each month prior to payment and have at least one child under the age of 18.

Diversions will not be paid out to families that are serving Sanctions and/or Intentional Program Violations.

Need

The applicant must demonstrate a need for a specific item or type of assistance that will promote or help maintain permanent employment, and/or economically stabilize the family, and is likely to ensure long-term economic well-being. The following criteria must be established:

- 1) The applicant (or participant) does not need long-term cash assistance as determined by an assessment;
- 2) The applicant or participant demonstrates a need for a specific item or type of assistance.

This assistance may not extend beyond four (4) months, and those who receive a diversion payment must agree to a 12-month period of ineligibility (POI) for Colorado Works (both basic cash assistance and diversion), 2- month POI for Family Stabilization Diversion, barring hardship. The POI begins on the first day of the month following the payment month. If the participant is unable to sustain the agreement of the Individual Plan due to hardship, he or she may apply for basic cash assistance or another diversion payment prior to the end of the POI. The applicant must request good cause and be approved prior to FCDHS ending the POI. The Good Cause request will be forwarded to the Good Cause Committee for decision. Hardship for this purpose is defined as an unforeseen, unexpected and otherwise unmanageable event or crisis.

Suitability

In order to be eligible for a diversion payment in FCDHS, one adult member of the household must meet one or more of the following criteria:

- Be employed or have a verified offer of employment
- Demonstrate the ability to maintain employment during the POI
- Have stable housing or ability to obtain stable housing.

Assessment

FCDHS conducts in-depth assessments of family members who have been determined to be a part of the assistance unit at application. A FCDHS worker will assess the family to develop the most appropriate plan for them to meet their long-term economic security goals. Diversions will be issued based upon assessed need. FCDHS workers engage in prospective budgeting and progressive wage employment with applicants to ensure needs can be met after the diversion grant is issued throughout the duration of the POI.

In addition to diversion payments, eligible participants may receive supportive services based on the assessed needs of the family.

Payment

- A State Diversion not to exceed \$1,700.
- County Diversion not to exceed \$500 in a month up to a maximum of \$1,000 per year . The year begins when the first payment is issued.
- Family Stabilization Diversion not to exceed up to twice of the BCA amount for which they would have been eligible.

A family may not receive more than three diversion payments in a five-year time span and can only receive one type of diversion per 12-month period. The 12-month period starts when the first diversion is paid. However, the County Director of designee has the discretion to override the number and amount of diversions if an extreme hardship exists. A diversion payment may not be made in the same month that basic cash assistance is received.

Payments will be issued on an EBT card (via direct deposit) or paid directly to vendors.

Allowable Use of Funds

Diversion assistance may be used for, but is not limited to, the following types of short-term assistance:

- Work-related expenses such as uniforms, dues or supplies.
- Transportation costs including car repair, car insurance, etc.
- Housing.
- Training or education.
- Amelioration of any other identified barrier to employment or economic well-being.

Terms

Those receiving a diversion payment in Fremont County develop a plan to establish the following:

- 1) Document the reason why ongoing cash assistance is not a need;
- 2) Define the expectations and the terms of diversion payment;
- 3) Specify the need(s) for and the specific type(s) of non-recurring cash payment; and
- 4) Specify the possible impacts on other assistance including Medicaid, SNAP and child care.

Payment will be based on the participant's actual estimated need.

Diversion payments will be made at the discretion of FCDHS, and are subject to available appropriations. No applicant is entitled to a diversion payment. When necessary, recoveries may be pursued.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date



Fremont County
Department of Human Services
(FCDHS)
**COLORADO WORKS
POLICIES**

| | |
|---|---|
| POLICY TITLE County Emergency Disaster Program | REFERENCE C.R.S. 26-2-137; 26-2-703; 26-2-706.6 CDHS Volume 3.606.8; 3.609.961 |
| POLICY NO. CWP-008 | EFFECTIVE DATE May 1, 2017 |
| AGENCY DIRECTOR APPROVAL | BOARD OF SOCIAL SERVICES ADOPTION DATE |

BACKGROUND

In cases of a declared county emergency, the county may provide a variety of assistance to meet the unique needs of residents.

POLICY

Eligibility

- Family's annual income must be below \$75,000
- Family assistance unit contains an eligible child, per Colorado Works Program rules
- Must present a real need for services directly relating to the declared emergency
- Must prove lawful presence for those required to meet criteria, per Colorado Works Program rules
- At the director's discretion, assistance may be provided to a family who is currently under sanction or disqualification status for Colorado Works

Payment

- Eligible family assistance units will qualify for up to \$1,700, depending on available resources and defined family need.
- Payment of emergency assistance funds will not affect any lifetime maximums on regular county-defined State or County Diversion funds.
- Payment type will be a vendor payment when possible otherwise a direct payment will be issued to the participant at the discretion of the FCDHS Director.

Timeframe

- Funds are available to qualifying families immediately following the FCDHS Director's declaration of an emergency situation.
- Funds must be accessed within six (6) months of the emergency declaration.
- In cases where latent effects of the disaster appear after the six (6) month window, the family may petition for emergency assistance. Assistance will be granted at the FCDHS Director's discretion.

Eligible Services

- Assistance may include, but is not limited to the following types of assistance: rental or lease of shelter; home renovations (within the existing footprint); transportation (including car repairs) non-covered medical expenses; work-related supplies that were lost or damaged; counseling services; non-medical mental health services.

Process

- In cases of emergency assistance, the assessment and Individualized Plan (IP) requirements may be modified to streamline and expedite the process.
- Receipts are not required.

Signed by:

FREMONT COUNTY BOARD OF SOCIAL SERVICES:

Commissioner Payne

Date

Commissioner Bell

Date

Commissioner McFall

Date