

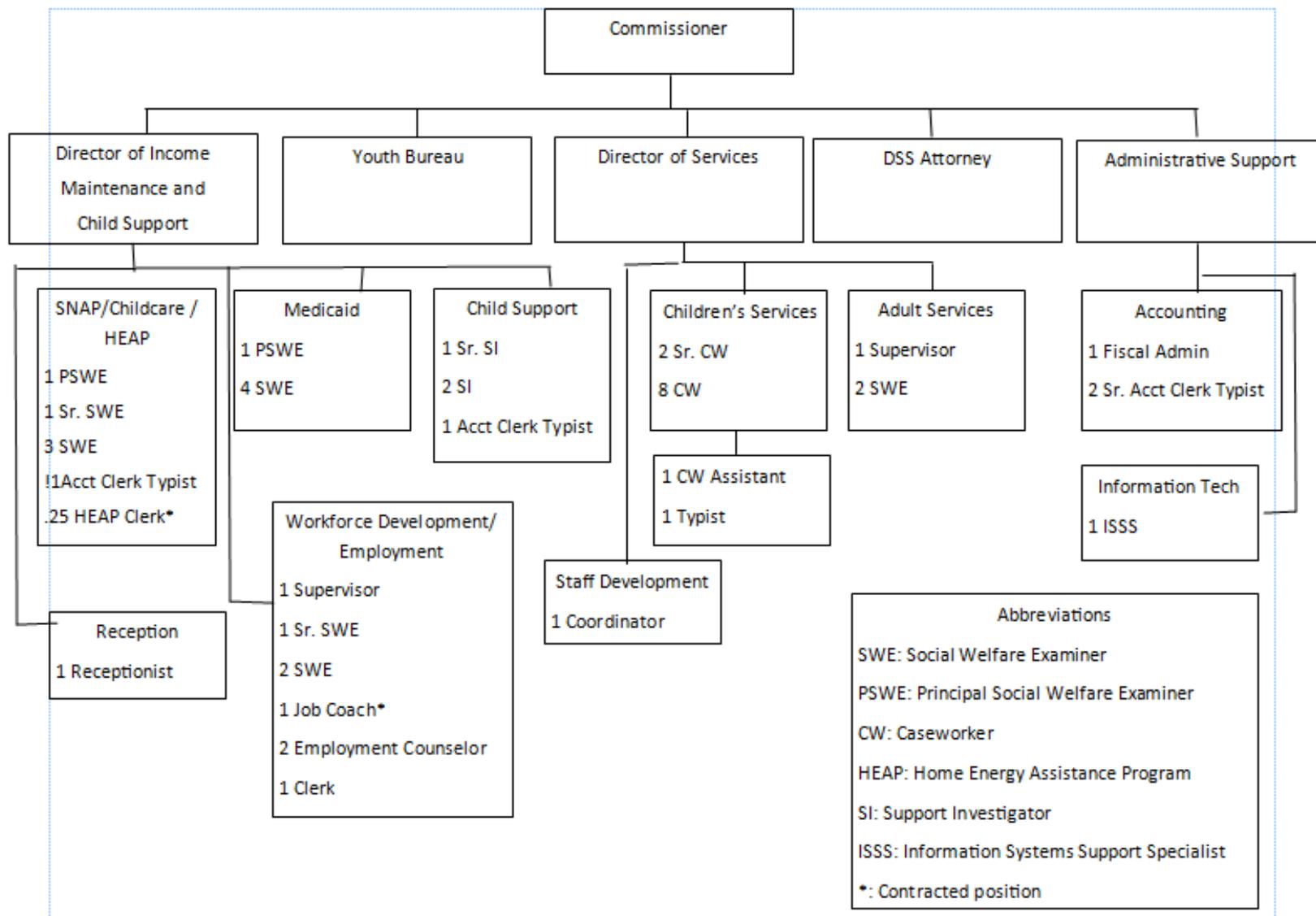
**Yates County Department of Social Services
2015 Annual Report**

Our Vision:

The Yates County Department of Social Services will be recognized as a leader and a partner in building a healthy, safe and caring community through our compassionate and respectful services to individuals and families

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Income Maintenance

Childcare

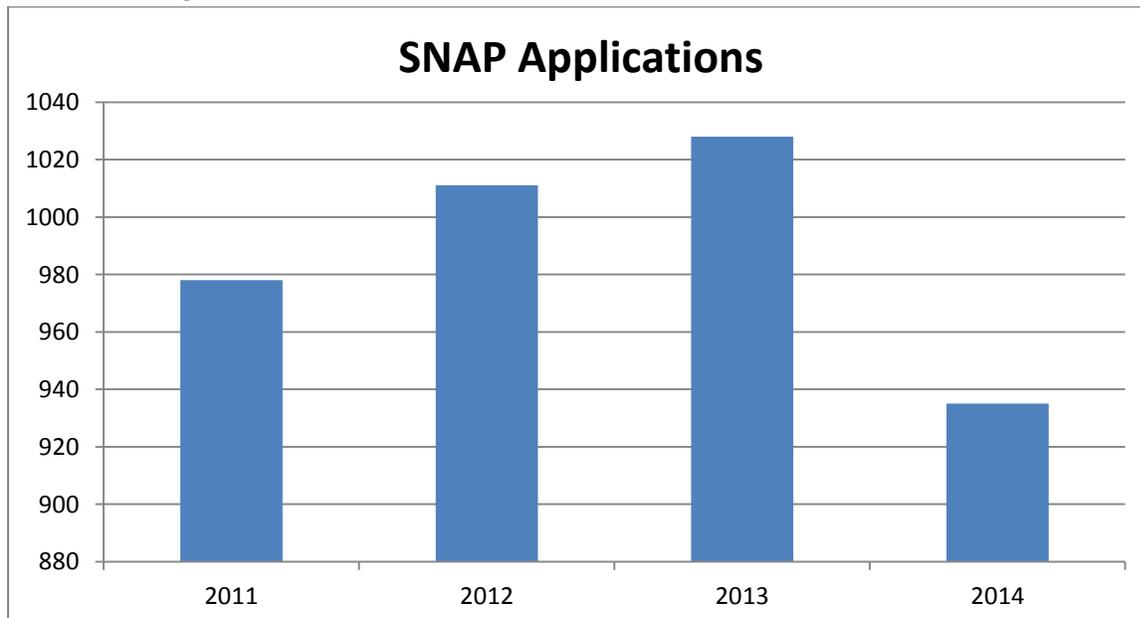
Childcare is a supportive service that helps to pay part of the cost of childcare. This allows many parents to work, retain their self-sufficiency and become eligible for the Earned Income Tax Credit. The caseload for child care decreased in 2015 with an average monthly caseload of 31 cases.

Home Energy Assistance Program (HEAP)

HEAP is a federally funded program that assists eligible households in meeting their home energy needs. This program helps families maintain heat in their houses, and do furnace repairs and replacements for home owners. During 2014-2015 HEAP season \$1,064,578 was issued to vendors to pay for heating costs. \$3,598 was spent on furnace repairs and replacements and \$4,449 was spent on the cooling component (air conditions and/or fans). \$62,844 of the administration of the program was federally funded. Total administrative cost for the program was \$133,634.

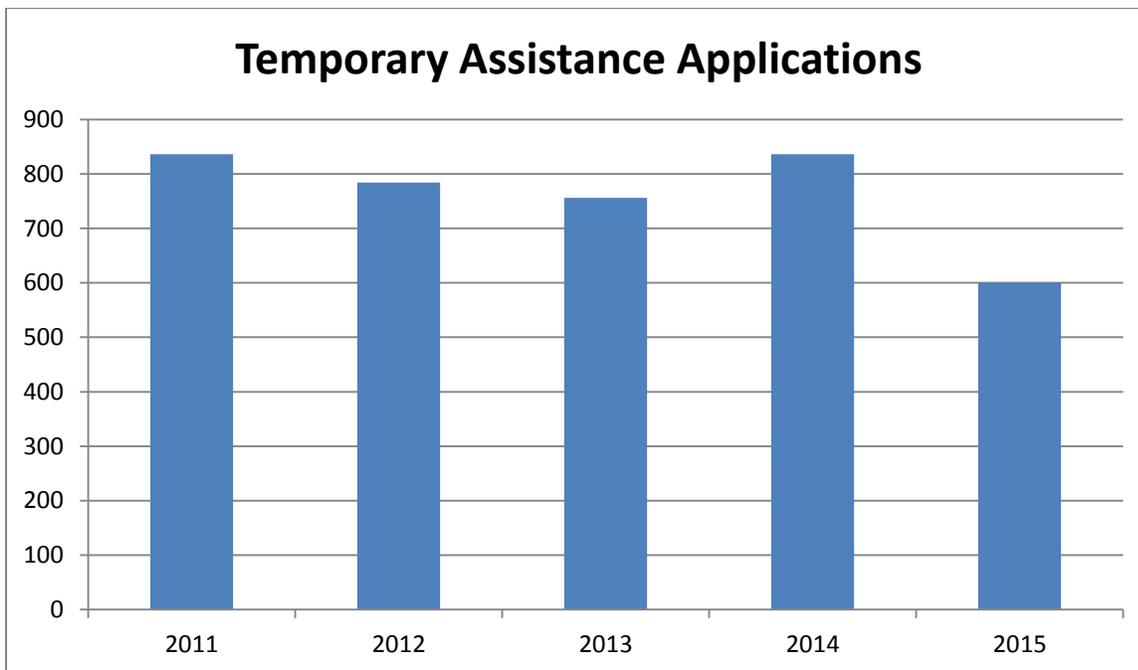
Supplemental Nutrition Assistance Program (SNAP)

The purpose of the federally funded Supplemental Nutritional Assistance Program (SNAP) is to reduce hunger and malnutrition by supplementing the food purchasing of eligible low income individuals. In 2015, \$3,811,711 was distributed to residents of Yates County. \$2,041,194.54 of these food stamp benefits were spent in Yates County businesses. In 2015 there were 967 food stamp applications submitted to the department. During an average month 1,429 households were receiving the benefit.



Temporary Assistance for Needy Families/Safety Net

This program helps low income families and individuals enter the workforce and achieve self-sufficiency. In 2015, 600 new applications were filed for cash assistance. Applications that were not open were given assistance to find jobs, supportive services to maintain jobs, or referred to other programs/agencies to meet their needs. There are also a percentage of applicants who withdrew their applications because they were not interested in complying with the requirements to open a case. The average monthly count of active cases was 146, of these cases 66 were “child only” cases. These “child only cases” are benefits to support children that have been abandoned by parents and are being cared for by grandparents, other relatives, or a court appointed guardian. This program also responds to emergency situations such as homelessness, fuel emergencies, utility shut offs, food emergencies, and other issues that endanger the health and safety of individuals.



Fraud and Front End Detection System

The purpose of the Public Assistance Fraud Unit is to prevent and detect Welfare Fraud, pursue criminal action against those who obtain benefits they are not entitled to and to recoup those benefits. Fraud prevention is accomplished by having an investigator verify information, often before any benefits are issued. This process is referred to as “front end detection” or FEDS. There were 61 referrals for FEDS or Welfare Fraud during the year 2015. Two people were arrested for Welfare Fraud or related offenses with the total amount of fraud being \$4,344,00.

The 12 month cost avoidance amount for the public assistance FEDS & fraud cases handled in 2015 was \$84,816. This cost avoidance amount reflects the amount of benefits that would have been distributed to individuals arrested over the next 12 months had the fraud not been detected.

Flexible Fund for Family Services

The following programs received continued funding through the Flexible Funds for Family Services Plan.

Work Enrichment

This program continued to be offered to eligible families through a contract with Yates County Cornell Cooperative Extension. Through this program, 65 families learned strategies for budgeting, purchasing and preparing meals, stress management and parenting skills.

Job Coach

This program offered employable Temporary Assistance recipients additional case management services to assist clients. The role of the Job Coach is to instruct clients in job search, interview skills, resume preparation, and job readiness skills. This position also places and supervises individuals in workfare slots. Once a client becomes employed, the Job Coach will continue to offer supportive services for 3-6 months as needed to retain employment. This position is located in the Workforce Development Office and contracted through ProAction of Steuben and Yates Counties, Inc.

Workforce Development/Employment

The Yates County Workforce Development Office continues its partnership with Ontario, Wayne, and Seneca Counties through the leadership of Finger Lakes Workforce Investment Board (FLWIB). The mission of FLWIB is to improve the economic well-being of job seekers and employers in the region by aligning human potential with opportunities in the workplace. The Workforce Investment Act allows a universal population of adults to access these services. This federal legislation is one source of funding for the department. Other sources include funding from the Department of Social Services and Community Services. The funds are utilized to assist the county's economically disadvantaged worker, the unemployed, and the underemployed worker in increasing their skills and job prospects through training and education.

Employment Services

Workforce Development provided services to 9,479 individuals in 2015. The office maintains a weekly listing of available jobs as well as a monthly calendar with expanded services including HSE Classes, Job Club, Orientation for public assistance applicants, Resume Writing, Interviewing, Skills Identification, Career Planning, Employer Expectations, Budgeting, Nutrition, WorkKeys Assessments, On-the-Job-Training, Job Fairs and Recruitments, Interest in Training Workshops and Employment Skills classes. In collaboration with the Department of Labor, we offer Jump Start Your Job Search Classes for the long term unemployed.

Resource Room Services

Yates County Workforce Development operates a resource room for job seekers. The resource room has 7 computers and 4 laptops with internet access, software for career exploration, interest and aptitude tests, resume writing software, a small research library, and local job listings by county. We provide telephones for clients use, copying, faxing, and mailing and resume paper to assist clients with job searches. A job seeker can use the resource room independently or with staff support.

Services for Adults and Dislocated Workers

Adult funded services are available to anyone who is looking for a job, including those who are currently under-employed. Dislocated worker funding is for a specific type of adult who has been laid off or has lost their job due to downsizing, have exhausted their unemployment benefits, or are a displaced homemaker. These services include career exploration activities, skill identification, resume preparation, interviewing skills and techniques, training for demand occupations and On the Job Training. These services help to locate employment or identify retraining opportunities for in demand occupations within current labor markets. Interested in Training Workshops are routinely offered and in 2015, 7 individuals were funded using Training funds totaling \$19,412. Career Navigator Workshops are offered in support of these efforts, with 15 Yates County job seekers participating in 2015. In collaboration with the Department of Labor, we offer Jump Start Your Job Search Classes for the long-term unemployed. In 2015, 53 individuals participated in the Jump Start Workshop.

On-The-Job-Training

OJT is a program available to employers which allows the employer to be reimbursed up to 50% of the participant's wage for up to six months as a method of covering the costs of training associated with hiring a new employee. It is expected that once the training time is successfully completed, the employer will hire the employee. In 2015, 1 individual received OJT services with \$3,000 in funding being dispersed.

Business Services

There are a wide variety of services offered to employers through Business Services. These include provision of labor market information, training and retention workshops, information and tax credits, OJT's, job fairs, and recruitment, along with other services provided based on need or interest. 150 Yates County Businesses benefited from services in 2015.

WorkKeys Assessments were conducted monthly as a service to businesses and job seekers seeking this accreditation. Approximately 28 individuals were assessed in 2015, with the total value of these assessments reaching \$714.00 with the cost going down to provide testing.

Youth Programming

Workforce Investment Act (WIA) provides funding to eligible youth ages 16-21. The goals are to offer comprehensive activities for improving educational and skill competencies and to supply connections with employers. High School Equivalency classes, Post-Secondary Education, mentoring, and other supportive services are offered to youth. Although the local emphasis is on out-of-school participants, we also address in-school youth issues through work with school guidance departments. Youth are also provided with incentives for achievement and both paid and un-paid work experiences. There were 35 youth served through the WIA Program in 2015. 37 additional Youth who are not WIA or TANF enrolled were served with assessments, referrals to Access VR, ARC of Yates or Job Corps, HSE preparation class, Literacy Volunteers or participated in workshops or received counseling on resume development, career/education exploration, and support services such as work clothes, tools, gas cards for job interviews or college visits.

A total of 124 unduplicated youth were served during the program year.

Youth achievements include:

34 youth earned nationally recognized credentials

6 Youth earned High School Equivalency, 2 earned High School Diplomas, 3 earned college degrees

8 Youth entered higher education including 7 who entered post-secondary schools, and 1 entered the military

36 youth were hired into unsubsidized employment

Summer Youth Employment

The Summer Youth Employment Program offers eligible youth opportunities to explore various occupations, build a work history, and gain local references through summer work experiences at non-profits, businesses, and governmental offices. The 2015 Summer Youth Employment Program served 44 youth (3 WIA, 8 KKP, 33 TANF funded youth). 29 attended 3 hours of Financial Literacy and 25 completed the certified Guest Services Professional Course.

Community Services

The Yates County Office of Community Services provides funding that supports the provision of services to youth and adults at risk participating in the WFD Program. These funds provide wages or supportive services for participants not eligible for WIA funding.

Partners

Workforce Development provides office space and resources for the following partner programs:

Wheels to Work

New York State JOBS Program

Title V/Pro-Action

The Finger Lakes Workforce Investment Board

Access VR

New York State Department of Labor

Finger Lakes Community College (GED)

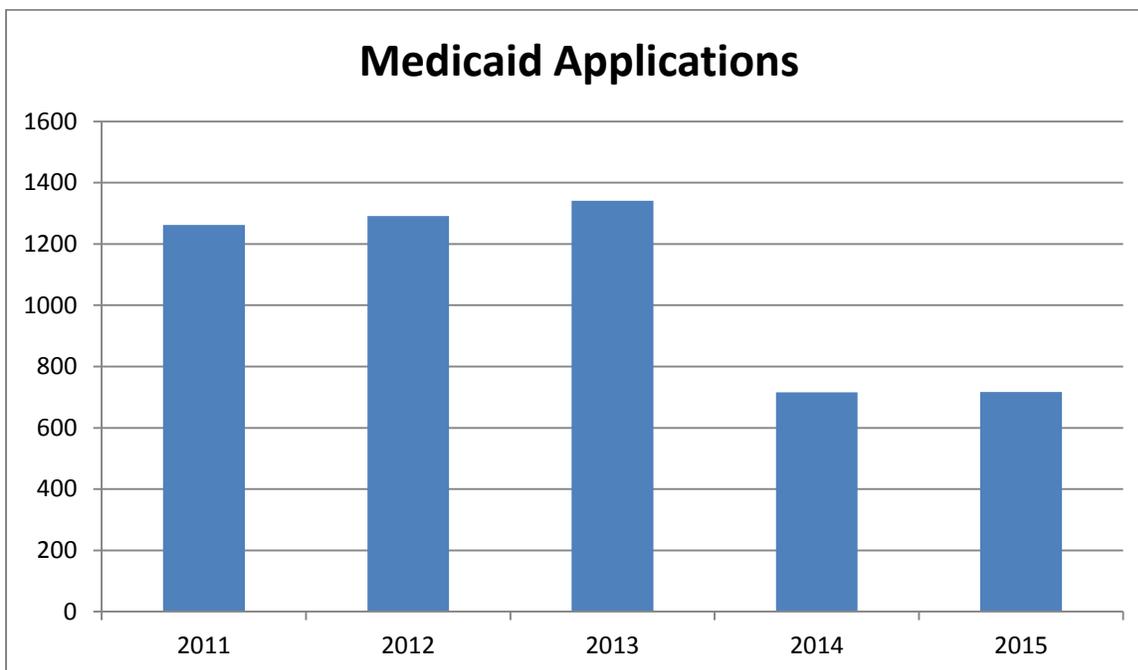
Penn Yan Public Library (workshops)

Cornell Cooperative Extension (workshops)

Yates County Public Health (workshops)

Medicaid

Medicaid is the federal/state health insurance program administered by New York State, and funded from federal, state and county revenues. In New York, Medicaid is overseen by the Department of Health. Medicaid assists qualified individuals to obtain health insurance necessary to receive adequate medical care. Medicaid consists of multiple health insurance programs each having their own eligibility criteria and unique benefit package. The Yates County Medicaid Unit is responsible for establishing eligibility for each of the different programs. The workers also monitor the opened cases for changes that may affect client eligibility, make redeterminations of eligibility, and maintain communication with providers, as well as numerous other functions. The average monthly caseload for 2015 was 2,215. Yates County is a mandatory managed care county.



Medicaid for Adults and Children

Individuals may be covered by Medicaid if you have high medical bills, you receive Supplemental Social Security Income (SSI) and/or you meet certain financial requirements. This program includes Chronic Care Medicaid (Nursing Home), Long Term Home Health Care (Nursing Home level but remains in own home), and Medicaid for disabled clients.

Family Planning Benefit Program

The FPBP is a public insurance program for New Yorkers who need family planning services, but may not be able to afford them. It is intended to increase access to confidential family planning services and to enable teens, women and men of childbearing age to prevent and/or reduce the incidence of unintentional pregnancies (age 9-child bearing years).

Medicaid Buy-In for the Working Disabled

The Medicaid Buy-In Program offers Medicaid coverage to people with disabilities who are working, and earning more than the allowable limits for regular Medicaid, the opportunity to retain their health care coverage through Medicaid. This program allows working people with disabilities to earn more income without the risk of losing vital health care coverage. Eligible individuals are 21-64 and are disabled or medically approved up to 250% of the Federal Poverty Level.

Medicare Savings Program

This program is designed to help individuals pay for Medicare Part B and for some of their Medicare Part A premium.

Third Party Health Insurance

If you currently pay for health insurance or Medicare coverage or have the option of getting that coverage, but cannot afford the payment, Medicaid can pay the premiums under certain circumstances. The department checks on availability of other health insurance and enters any other client coverage into the subsystem to ensure that Medicaid is the last payer. The department determines the cost effectiveness of reimbursing client premium of available employer based insurance versus the individual receiving Medicaid benefits only.

Aid to Disabled

Workers in the Medicaid unit collect medical records to send to the state in order to achieve a disability determination. This determination follows the same criteria as the Social Security Administration goes through. This determination helps individuals to be entitled to assistance from the SSA or eligible for Medicaid.

Presumptive Eligibility

This program for pregnant women allows for 45 days of coverage without having to comply with any other program eligibility.

Cost Control

There are systems in place we utilize in order to curb costs associated with Medicaid. The first is our diligent use of the Third Party Health Insurance Program. Calls and written inquiries to insurance providers and employers in 2015 saved an average of \$416,456 per month in Medicaid costs this year.

A total of \$63,733.88 was recovered in 2015 and applied to the appropriate Medicaid expenses. This recoupment was a result of liens, settlements, overpayments, estates and other miscellaneous returns. After May 1, 2014 a New York State contractor took over these responsibilities. However, the local county continues to be responsible for processing some of the recoveries.

Burials

In 2015, 21 individuals were buried through our Medicaid Program.

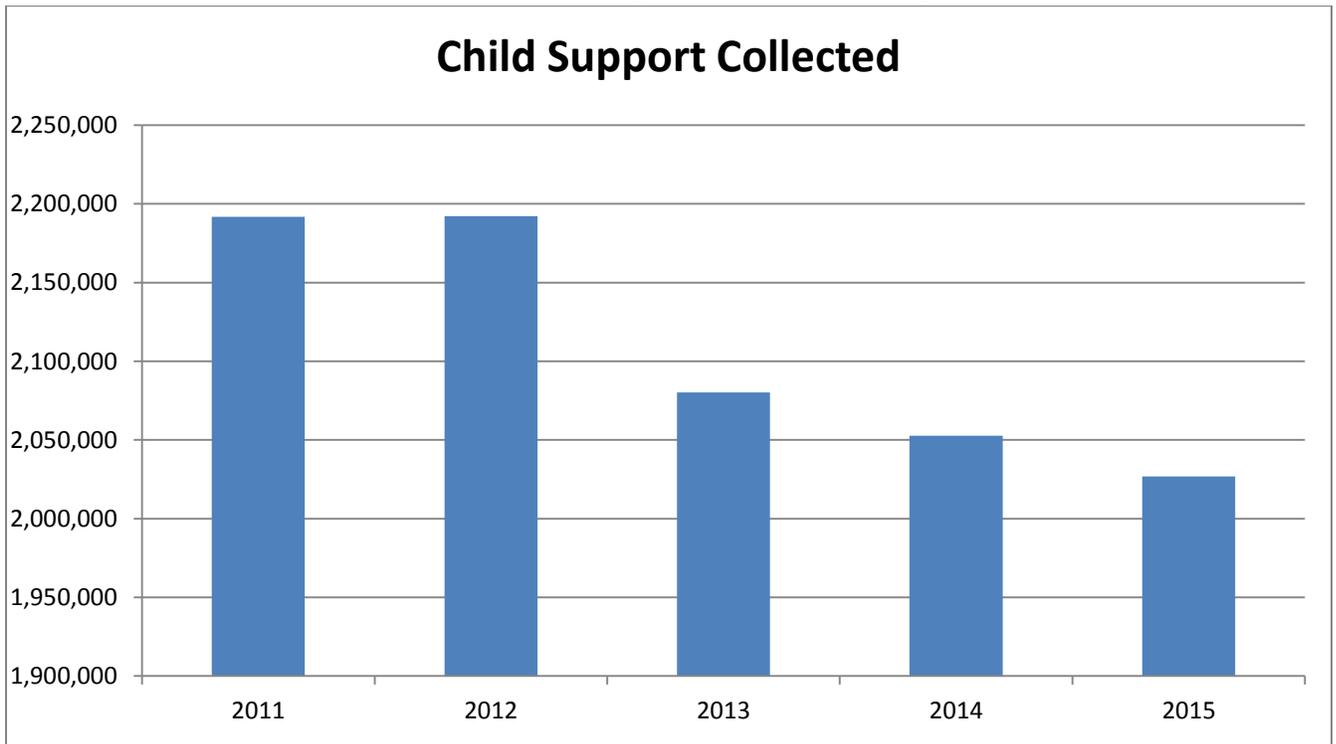
July 1, 2015 began the shift of the personal care, consumer directed and other individuals receiving community Long Term Care services were put into a managed care plan. Also the newly placed nursing home individuals are also being enrolled in a managed care plan.

As of September 1, 2015 the Medicaid recertification for the families and single/childless couples were taken over for processing by the NYS enrollment center. These individuals had to be under the age of 64, not in receipt of Medicare, and not disabled. The shift of cases from the exchange to LCDSS began if they started receiving Medicare or were no longer Medicaid eligible for the Medicaid department to re-determine eligibility.

Child Support Unit

The mission of the Child Support Program is to assist custodial parents seeking to obtain court-ordered child support for their children. The program will assist in establishing paternity, establish and enforce child and medical support orders, and provide services in a timely and professional manner focused on children.

The money that the Child Support Unit distributed to families assists them in maintaining self-sufficiency. By receiving the child support payments, custodial parents can avoid having to rely on public assistance. The CSU also collects money on behalf of the Temporary Assistance and Foster Care units to reimburse the county for the grant amount that was paid out for the children.



Establishment

The unit assists custodial parents in filing a petition in court for a paternity or child support order and filing petitions for support for children that are receiving Temporary Assistance or in the Foster Care system in Yates County. The CSU also files petitions on behalf of the Medicaid Unit to establish a Medical Order (a court order establishing that a parent must provide health insurance for a child).

Collection

Collection includes daily monitoring of cases, Income Withholding Orders to employers and unemployment benefits, and Medical Executions to employers for non-custodial parents to include child(ren) on their Health Insurance Benefits.

Enforcement

Through the enforcement function, the unit assists custodial parents in filing violation petitions against non-custodial parents for non-payment of the Support Order. The CSU also has automatic enforcement available to carry out the following enforcement actions administratively:

- Driver's License Suspension
- Professional and Recreational License Suspension
- Employer and UIB wage withholding
- State and Federal Income Tax Refund Offset
- Lottery Prize Intercept
- Credit Reporting
- Seizure of Bank Accounts
- Seizure of the proceeds of personal injury claims and workers comp claims
- Referral of cases to the State Tax Department
- US Passport denial

In 2015, the Yates County Child Support Unit had a caseload of 1,186. The total amount of child support collected through the Yates County Child Support Unit in 2015 was \$2,026,821.

There were 355 court filings in the year 2015 by workers in the support unit: 29 Paternity Petitions, 110 Support Petitions, 210 Enforcement and Modification Petitions, and 6 Reciprocal Petitions (interstate). In 2015, Yates County Child Support Unit SEP (Support Establishment Percentage for orders) performance measure was at 95.87%. The New York State average was 84.4%

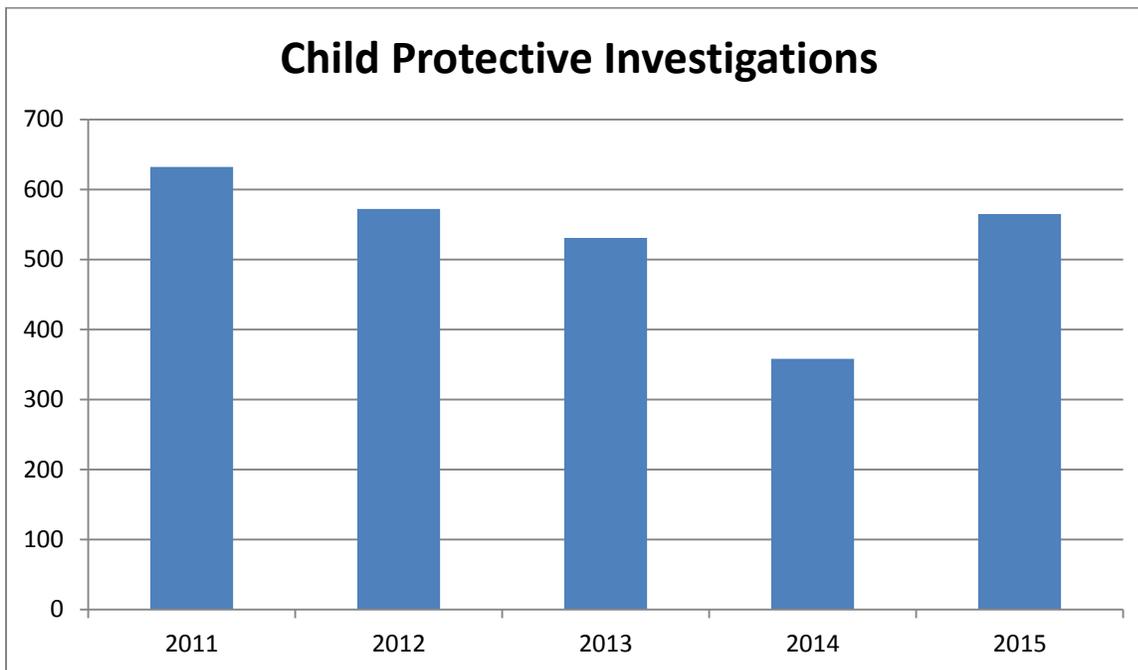
In the Year 2015, the Yates County Child Support Unit continued to address Health Insurance for children. One or both parents are now required to enroll their children on health insurance policies through their employers if available to them at a reasonable cost to keep them off of the local district's Medical Assistance Program. This project is continuing throughout the New York State counties, and Yates County's percentage of cases that include a Health Insurance provision was at 86%. The average percentage in New York State was 61%.

Children’s Services

The goal of the Children’s Services Unit is to keep children safe within their communities or homes, and to build permanency for children entering the child welfare system.

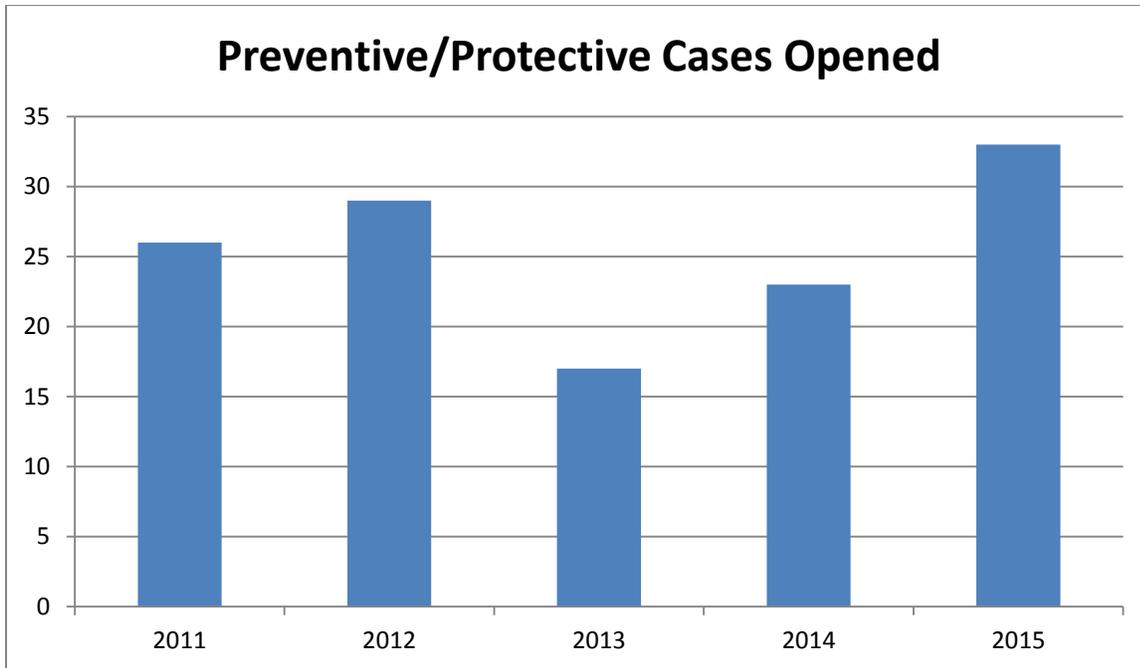
Child Protective Investigations

This program investigates maltreatment/neglect issues involving children under the age of 18 which are believed to be caused by a parent or a “person legally responsible.” Caseworkers meet with the family to assess the conditions leading to the report, as well as any safety and risk issues. Caseworkers work with the family to facilitate services and minimize the risk of future maltreatment of the children. There were 565 investigations in 2015.



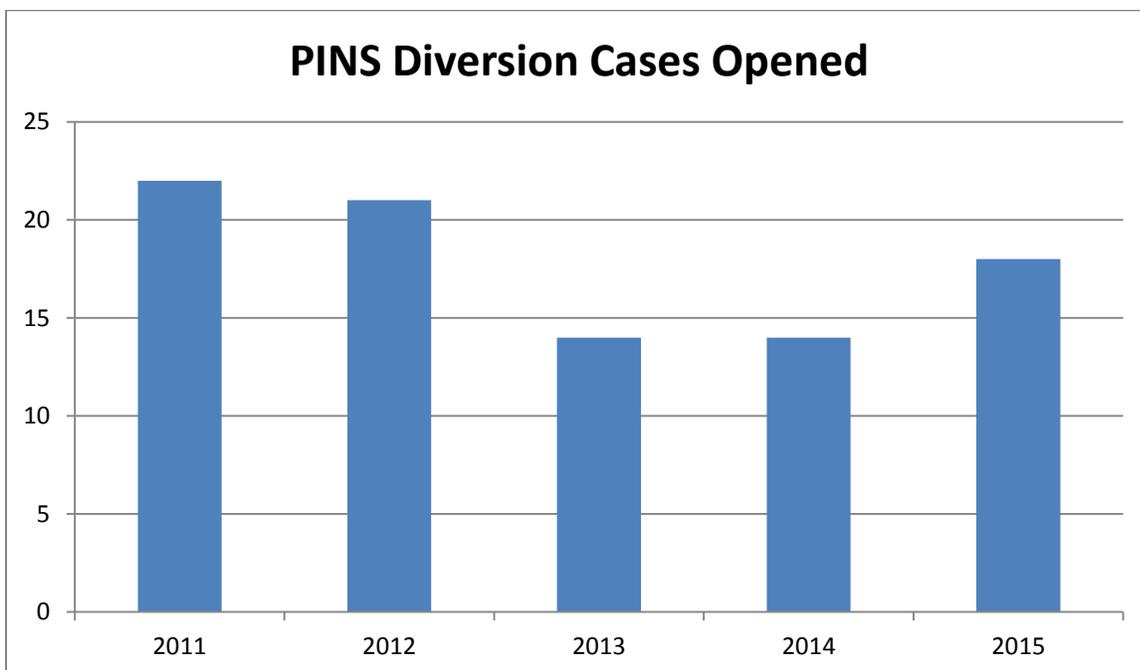
Ongoing Protective/Preventive Services

These cases work towards ensuring the safety of children that are at risk of placement or preventing a return to placement. Caseworkers’ responsibilities include, but are not limited to: referrals to needed services, mandated contacts 2 times per month, collateral contacts, writing court petitions and reports, and documentation. There were 33 new cases opened in 2015.



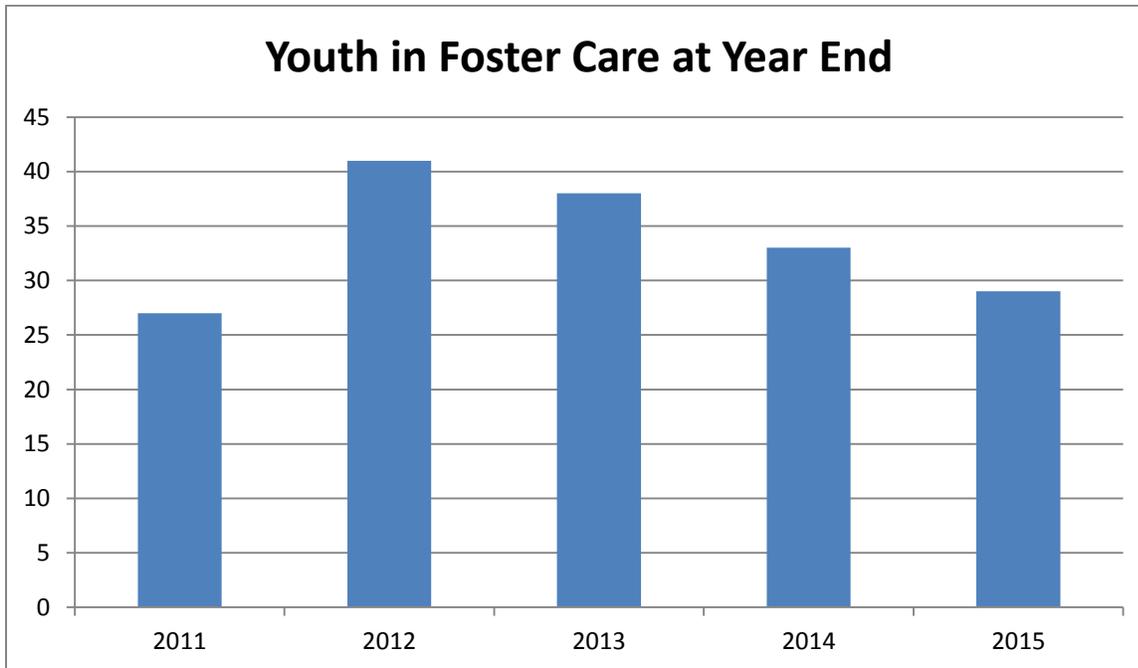
PINS (Persons In Need of Supervision) Diversion

This is a program aimed at addressing youth problems without the necessity of court proceedings. When a youth is ungovernable or habitually disobedient and beyond the control of parents, school or other lawful authority, or fails to attend school as required by law a PINS Diversion referral can be made. The assessment and the plan that follows are implemented by a DSS caseworker with the assistance of a committee comprised of service providers within our community. There were 18 PINS Diversion cases in 2015.



Foster Care

Foster Care is a program utilized when parents or guardians are unable to care for or keep their children safe in the home. Foster Care takes place in community home settings and higher levels of care such as institutions for children with high needs. Children in institutions are often placed in the custody of the Department of Social Services because they are adjudicated as a juvenile delinquent or as a Person in Need of Supervision (PINS). At the close of the 2015, 29 children remained in care.



Home-Finding and Recruitment

The Home-Finding Unit offered a Group Preparation and Selection for a Model Approach to Partnership in Parenting (GPSII/MAPP) training in the spring of 2015. This is the class used to train foster parents. 6 families participated in the training and 5 will be certified as adoptive/foster families.

Adoption Services

Adoption services are utilized when a biological parent(s) cannot or will not provide an appropriate family home for the child, and when continued foster care is not an appropriate plan for the child, and then alternative plans are sought for the permanency of the child. There were no children adopted in 2015.

Interstate Compact on the Placement of Children (ICPC)

This is not only a law, but also a tool to safeguard children that are placed across state lines to ensure they are protected. An experienced caseworker is assigned the responsibility to complete these requests when received from another state, or when it is necessary for the safety and permanence of a child in New York State to be placed with a relative outside of the state. The department completed 3 ICPC requests from other states in Yates County during 2015.

Adult Services

Programs in Adult Services serve vulnerable adults in our community. The 2014 census reports that Yates County has the highest percentage of adults over the age of 65 (18.4%) when compared to Ontario County (17.7%), Seneca County (16.3%), Steuben County (17.4%), Livingston County (14.7%), Monroe County (15.5%), and Wayne County (13.8%).

Adult Protective Investigations

The opening of an adult protective investigation begins with a referral from someone with information regarding the safety of an adult. There were 40 protective cases in 2015. In order for a protective case to be opened there must be no one else willing or able to assist the adult, the adult must have a mental or physical impairment and need protection from someone or something.

Preventive Services

Preventive cases often start out as Protective referrals but do not meet all requirements. Some are cases that are opened to prevent the adult from reaching a Protective level of need. There are no requirements for these cases only that the client be over 18 years old and in need. There were 4 preventive cases in 2015.

Personal Care Cases

Clients eligible for Personal Care cases must be Medicaid eligible and require an aide for assistance with activities of daily living. There were 8 Personal Care cases in 2015.

Consumer Directed Personal Care

The Consumer Directed Personal Care program is for individuals who need assistance with activities of daily living and who are able to self-direct the aides who are providing their care. Clients also must be on Medicaid. There were 19 Consumer Directed Personal Care clients in 2015.

Financial Management

The Department of Social Services is required to do financial management for Protective cases if there are no Intensive Case Managers or Community Services Support workers and there is a need. However, anyone over the age of 18 can request assistance with financial management and often these services are used in conjunction with other services to prevent protective situations from arising. This is the fastest growing adult service. There were 44 Financial Management cases in 2015.

Guardianship

Guardianship is an option of last resort for clients in Adult Services programs. A guardianship can be for just property, person or both. This is completed with the assistance of the agency attorney. There were 4 clients who we have guardianship of in 2015.

Youth Bureau

The mission of the Yates County Youth Bureau is to promote, establish and maintain a unified system of youth recreation and delinquency prevention programs throughout the County. We do this by providing New York State Office of Children & Family Services funding to thirteen agencies & municipalities that provide programs meeting our mission in Yates County. We also serve as a resource for information on programs, services and events available to youth birth to age 21. A monthly events and activities listing is compiled by the Youth Bureau and shared throughout the community.

The Youth Development Program funding received by Yates County has stayed level for the last several years. We are now given a baseline amount and each year wait to see if the State will again designate an 'add-on' for Youth Development funding. In 2015, thirteen programs shared in the \$28,037.00 final allocation to Yates County. These programs provided a program application in response to the RFP in early 2015. The Youth Board adopted preliminary allocations in April 2015. Following the adoption of the NYS Budget and notification of the additional funds for our Youth Bureau, contracts were drawn up and agencies and municipalities were notified of their 2015 allocation. Allocations ranged from \$800 to \$3,500.00. (See table on page 2)

The 2015 Youth Board included eleven adult members and three student members representing Dundee, Penn Yan, Milo, Jerusalem, Potter and Starkey. The Board met a total of ten times over the course of the year. We had booths at the Fairy Tale Festival in Dundee and StarShine in Penn Yan which were staffed by the Youth Board members. Our Board members are active in youth sports, the local libraries, Girl Scouts, Girls on the Run, local fire departments and school clubs and athletics at Penn Yan Academy and Dundee Sr. High.

2015 was the fourth year the Yates County Distinguished Youth Award was presented. Recognized as Distinguished Youth for 2015 were: Zoe Trombley (PYA), Miriah Jefferson (DCS), Caitlyn Cornish (DCS) and Miriah Bond (PYA). All were recognized for their outstanding service to their communities.

The Youth Bureau continues to serve as the lead agency for Girls on the Run I Yates County. Our partnerships with Yates Cultural and Recreational Resources (YCRR) and Our Town RoCKS continue to be successful. We received grant funding from the Yates Community Endowment, the Rochester Health Foundation and Yates TB and Health. YCRR acts as our fiscal agent for two of the grants.

Girls on the Run had a team of fourteen girls at Dundee Elementary and a team of twenty-one girls at Penn Yan Elementary. Teams were led by 8 volunteer coaches. The program ran from March 23rd through June 14th. Thirty-two of the thirty-five girls completed the program which included a Celebratory 5k held on the Dundee school campus with the help of over forty volunteers and family members. The communities and especially the school districts provided great support to the program and to our GOTR girls and their families.

The table below represents the number of youth served in 2015 per the Program Annual Assessments, a comparison of attendance figures as reported in 2014 and, the amount of Youth Bureau funding allocated for each program.

Program Annual Assessments (The information below was taken from the Annual Assessment each program completes.)	Actual 2014	Projected 2015	Actual 2015	Funding Received
Big Brothers Big Sisters	66	80	98	\$1,350
Dundee Youth Center	305	250	631	\$1,100
Dundee Library	301	250	1081	\$1,400
Kids Adventure Time (Kinship)	48	45	52	\$2,400
Kids Rights to Personal Safety (SHFL)	1693	1500	1080	\$1,260
Together Time (CFR)	31	75	55	\$3,500
Yates Youth Services (ProAction)	242	225	157	\$2,100
Summer Recreation	295	318	275	\$8,675
Dundee Summer Recreation	64	100	53	\$2,425
Jerusalem Summer Recreation	84	85	91	\$2,425
Middlesex Swim Program	24	150	0	\$972
Penn Yan Summer Recreation	63	63	71	\$2,425
Torrey Summer Recreation	60	70	60	\$1,400
**No program in 2015. Funds split among other Summer Rec programs				
Youth Bureau Admin	0	0	0	\$6,252
TOTALS	3020	2743	3429	\$28,037

Staff Development

Staff Development has 6 primary functions in the department.

Planning

The Staff Developer is included in the management team involved in the long and short-term planning of the agency. The Staff Developer will also plan and schedule agency training to support the agency mission and goals. Periodic agency or unit specific needs assessments are important aspects of the planning process.

Resources

The Staff Developer has knowledge of an assortment of local, regional and statewide resources to access when planning. The Staff Developer identifies and manages resources to accomplish the agency mission and goals.

Training

The Staff Developer ensures staff receives training on how to do their job or on new tools to do their job better, in accordance with the goals and objectives of the agency. Most often the Staff Developer accesses internal or external resources to provide staff with trainers who are experts in the subject matter.

Evaluation

The Staff Developer provides an evaluation process to assure that all training fulfills the objectives identified.

Administration

There are many administrative activities necessary to fulfill local and state requirements. Of primary importance are entries into the STARS system that tracks employee training history and is used in fiscal claiming for Federal and State reimbursement of training expenditures.

Management

Management of the content areas (Planning, Resources, Training, Evaluation and Administration) unites the staff development program into a cohesive element of the organization.

In 2015, 100% of the staff at DSS attended 1 or more trainings. Staff attended a total of 643 trainings in 2015. This number does not include local trainings hosted by community agencies, staff meetings, or individual coaching received. CPS on-call staff was 100% compliant with the recommended 6 hours of in-service training required by NYS.

Reception

The reception area of the Department serves as the point of entry to the agency with both walk-in traffic as well as a large volume of telephone inquiries. It is within this unit that most people will be served by information, routed to the appropriate personnel, and begin the application process for persons seeking various assistance or supports.

The front desk handles and directs a large volume of phone contacts and physical visits to the Department. In 2015, 3,486 telephone calls were received. In 2015, a total of 8,318 physical visits were made to the Department's front desk and an additional 9,479 WFD physical visits were made to the workforce/employment unit.

The two receptionists have other duties, including the ordering of office supplies for the Department, office equipment maintenance, replacement of lost or inoperable EBT cards, assisting with application registration, administering and collecting customer satisfaction forms and feedback forms, and other administrative duties as requested.

Accounting

The Yates County Accounting Unit is responsible for maintaining all of the accounts for the Department of Social Services, which includes writing checks and receipting money coming into the Department as well as filing all claims in order to obtain maximum State and Federal reimbursements.

We currently track 14 program expenditure accounts and 32 program repayment/revenue accounts. These are broken down into 25 sub accounts. These are claimed monthly on the RF2, RF4 and RF8 claim forms and receive various levels of federal & state funding depending on the individual program.

Our Administrative accounts consist of 62 personnel/fringe accounts and 40 contractual accounts. We have 14 staff members from our Temporary Assistance Unit and our Support Collection Unit doing time studies each quarter. All of these accounts are broken down further into 10 different object of expense codes and currently 15 separate functional areas. Claims are processed monthly on the RF2A, RF17 & RF8 claim forms and also receive various levels of federal & state funding.

We track 22 separate federal & state revenue accounts in regards to the resulting claims from our program and administrative accounts.

Our trust accounts consist of 4 T53 accounts. The T53B Adult Services Case Management ledgers consisted of 47 cases in 2015. These are the cases that we are rep-payee for. Also, the T53D Medicaid Pay-In cases consisted of 61 separate cases. Each of these case balances are carefully monitored between the Accounting Unit, the Adult Services Unit and the Medicaid Unit. We also maintain a T53C and a T53E account for tracking miscellaneous funds coming into the agency.

It is the Unit's responsibility to balance these accounts each month with the Treasurer's office as well as tracking any unsettled claims, outstanding grant balances and contracts with other agencies.

It is also the responsibility of the Accounting Unit to maintain the security of EBT replacement benefit cards and to serve as back up to the receptionist in charge of issuing these cards as requested by clients.

The supervisor of the unit is also responsible for updating & monitoring the security rights of DSS staff as well as serving as a back-up LAN admin for the County IT department in regards to Social Services. She also supervises the Reception Area.

There are two Sr. Account Clerk positions in the Accounting Unit. One of these positions also is responsible for tracking & updating all agency contracts. The other position is also responsible for doing the bookkeeping for the Workforce Development Unit in regards to WIOA funding.

All three staff members also serve as BICS operators for the agency.

Please see attachment A for expenditures.

Philanthropy

During 2015, the employees of Social Services paid \$1 to wear jeans on paydays. The result of their generosity is that local organizations received contributions. The following organizations were selected and voted on by the employees to receive these funds.

Stephane Bates Foundation- \$403

Yates County Humane Society – \$125

Support for Chris Matthews (cancer)- \$161

Luann Hoover (transplant) - \$177

Employees also participated in a silent auction. \$607 was raised to purchase toys for children in the community.

2015 Annual Report - Yates Cty Social Services		Gross Expenditures	2015 A/P	Minus 2014 A/P	Actual Expenditures	Prior Year Refunds	Refunds	Total Expenditures minus Refunds	Claim	Federal Share	FFFS Fed. Share	State Share	Local Share (plus Chargebacks)
A6010.1	Personal Services	1,896,837	66,578	(56,602)	1,906,813	0	5,274	1,901,539					
6010.2	Furniture/computer/copier/vehicles	41,500	1,041	0	42,541	0	0	42,541					
A6010.41	Contractual Expenses	463,578	54,450	(50,572)	467,456	985	6,267	460,204					
	Local Share Chargebacks	12,104	0	0	12,104	0	0	12,104					
A6010.58100	FICA/Medicare	136,769	5,093	(4,330)	137,532	0	0	137,532					
A6010.58303	Medical Insurance CSEA	414,520	0	9	414,529	0	0	414,529					
A6010.58305	Medical Insurance Non Union	38,966	0	0	38,966	0	0	38,966					
A9080.15	Sick Bank Personal Services	3,257	0	0	3,257	0	0	3,257					
A9080.81	Sick Bank FICA/Medicare	227	0	0	227	0	0	227					
	Worker's Comp	57,014	0	0	57,014	0	0	57,014					
	Retirement Expense	339,286	0	0	339,286	0	0	339,286					
	Maintenance in Lieu of Rent	207,270	0	0	207,270	0	0	207,270					
	A&T Costs	137,034	0	0	137,034	0	0	137,034					
	ADMINISTRATIVE TOTALS	3,748,362	127,162	(111,495)	3,764,029	985	11,541	3,751,503	RF2A	1,319,823	304,723	692,882	1,434,075
A6055.54303	Day Care	175,214	8,546	(11,832)	171,928	432	0	171,496	RF-2	164,239	0	(2,865)	10,122
A6070.54302	Counseling Contract	41,221	2,835	(2,430)	41,626	0	0	41,626	RF-2	27,509	0	0	14,117
A6070.54303	Day Care	524	423	(108)	839	0	0	839	RF-2	839	0	0	0
A6070.54304	Family Aid	55,748	3,790	(3,150)	56,388	0	0	56,388	RF-2	39,948	0	0	16,440
A6070.54318	Validation Contract	1,325	0	0	1,325	0	0	1,325	RF-2	0	0	0	1,325
A6070.54387	Housing Subsidy	0	0	0	0	0	0	0	RF-2	0	0	0	0
A6101.54311	Medical Assistance	817	276	0	1,093	0	90,865	(89,772)	RF-2	(42,894)	0	(45,333)	(1,545)
A6102.54312	MMIS	4,184,254	0	0	4,184,254	0	0	4,184,254	NA	0	0	0	4,184,254
A6109.54305	Family Assistance	591,514	5,154	(5,846)	590,822	0	2,672	588,150	RF-2	593,555	0	17,350	(22,755)
A6109.54305	EAF	56,303	2,322	(1,275)	57,350	0	1,878	55,472	RF-2	55,566	0	0	(94)
A6109.54305	S-EAF	103,679	5,964	(8,038)	101,605	125	47	101,433	RF-2	0	23,000	0	78,433
A6109.54305	CC-EAF	568,313	30,909	(69,071)	530,151	14,154	32,520	483,477	RF-2	0	128,684	122,159	232,634
A6109.54305	EAF J/P	185,577	1,006	(10,805)	175,778	0	16,916	158,862	RF-2	0	138,746	0	20,116
A6109.41809	SCU Collections	0	0	0	0	0	42,805	(42,805)	NA	0	0	0	(42,805)
A6109.54305	Excess Support Arrears	0	793	0	793	0	0	793	NA	0	0	0	793
A6119.54307	Child Care	208,257	38,209	(26,642)	219,824	0	30,369	189,455	RF-2	55,986	0	125,460	8,009
A6119.54307	Adoption Subsidy	64,745	5,626	(5,256)	65,115	0	0	65,115	RF-2	21,370	0	27,149	16,596
A6119.54307	Child Care Independent Living	1,313	0	0	1,313	0	768	545	RF-4	436	0	0	109
A6123.54310	CW-J-P	221,324	6,449	(20,810)	207,163	0	11,752	195,411	RF-2	0	0	79,782	115,629
A6123.54310	Detention	21,678	9,253	0	30,931	0	245	30,686	DPY-14	0	0	5,320	25,366
A6123.54310	CW-J-P-IL	3,217	106	(106)	3,217	0	30	3,187	RF-4	2,551	0	0	636
A6129.54316	State Training	219,204	169,666	(219,204)	169,666	0	0	169,666	N/A	0	0	0	169,666
A6140.54314	Safety IIet	627,556	12,505	(13,383)	626,678	0	100,029	526,649	RF-2	1,464	0	147,299	377,886
A6141.54308	Home Energy Assistance Program	(212)	0	0	(212)	0	73,023	(73,235)	RF-8	(73,235)	0	0	0
A6142.54319	EAA	17,701	0	(2,920)	14,781	0	920	13,861	RF-2	0	0	6,933	6,928
A6010.41811	SNAP Incentive-client refunds	0	0	0	0	0	10,915	(10,915)	NA	0	0	0	(10,915)
A6010.41811	SNAP Treasury Offset	0	0	0	0	0	107	(107)	NA	0	0	0	(107)
A6010.41811	SNAP FN S-46 billing	0	0	0	0	0	0	0	NA	0	0	0	0
A6010.41811	DSS 3214 claim settlement memo	908	0	0	908	0	0	908	NA	0	0	0	908
A6010.41811	SCU Tax offset	0	0	0	0	0	548	(548)	NA	0	0	0	(548)
A6010.41811	SCU Collections	0	0	0	0	0	11,520	(11,520)	NA	0	0	0	(11,520)
A6010.41811	SCU Adj. of Actual to Reported Incentive	0	0	0	0	0	10,089	(10,089)	NA	0	0	0	(10,089)
	PROGRAM TOTALS	7,350,180	303,832	(400,676)	7,253,336	14,711	438,018	6,800,607		847,334	290,430	483,254	5,179,589
A649	IV-D Disregards	35,087	3,704	(2,465)	36,326	0	36,465	(139)	N/A	0	0	0	(139)
	GRAND TOTALS	11,133,629	434,698	(514,636)	11,053,691	486,024	10,551,971			2,167,157	595,153	1,176,136	6,613,525
T53B	Rep. Payee cases	775,205	0	0	775,205	0	732,118	43,087	N/A	N/A	N/A	N/A	N/A
T53C	Miscellaneous	4,302	0	0	4,302	0	4,302	0	N/A	N/A	N/A	N/A	N/A
T53D	Medicaid Pay in	32,482	0	0	32,482	0	31,907	575	N/A	N/A	N/A	N/A	N/A
T53E	Foster Care Donations	1,434	0	0	1,434	0	1,625	(191)	N/A	N/A	N/A	N/A	N/A
	T53 TOTALS	813,423	0	0	813,423	0	769,952	43,471					

** See "Actual Adm Expenditures claimed" page for breakdown

** see detention page

** SCU to refund DSS \$211n 2015, \$18 cancellation total to be adj in 2016