



CASS COUNTY SOCIAL SERVICES BOARD MEETING

Social Services

December 5, 2016

Chip Ammerman
Executive Director

Location: Cass County Commission Room Time: 1:30 pm

Adult Services
701-241-5747

Fax: 701-239-6821

Family & Children Services
701-241-5765

Fax: 701-241-5775

**P.O. Box 3106
Fargo, ND 58108**



Administration
701-241-5761

Economic Assistance
701-241-5761

Fax: 701-239-6820

**P.O. Box 2986
Fargo, ND 58108**

TDD 701-239-6784

1. Call to Order
2. Roll Call
3. Approval of November 7, 2016 meeting minutes
4. GA Burials Chip Ammerman
5. Non-Exempt Position Status Chip Ammerman
6. ICWA Pat Podoll
7. 2017 Contracts Chip Ammerman
8. Operations Report Chip Ammerman
9. Adjournment

CASS COUNTY SOCIAL SERVICES BOARD MEETING

November 7, 2016

MINUTES

With quorum present, Chair Rasmussen called the meeting to order at 1:30 pm.

Present: Arland Rasmussen, Chad Peterson, Mary Scherling, Rick Steen, Brian Hagen, Glenn Ellingsberg, Ken Pawluk

Presenter: Chip Ammerman, Director; Sidney Schock, Economic Assistance Manager

I. **Approval of Minutes**

Mr. Hagen made a motion to approve the October 3, 2016 Board minutes. Mr. Steen seconded it. Motion carried.

II. **GA Burials**

Mr. Ammerman distributed a memorandum from Cass County State's Attorney Birch Burdick in response to the Board's question as to whether the county is required to pay for a non-cremation burial for an indigent decedent if the decedent or their family requests no cremation due to religious beliefs. Mr. Burdick stated Cass County's current policy complies with North Dakota law. Furthermore, North Dakota law does not require for the county to pay for in-ground burial. It is of Mr. Burdick's opinion, however, that the county gives consideration to those with strong religious beliefs when deciding to cremate or provide non-cremation burial. In order for a family to have their loved one have a county-funded non-cremation burial, they are required to have a letter from their religious leader stating it is of their beliefs to do so.

Currently, family members are allowed to contribute \$600.00 towards items not associated with the funeral home costs, such as flowers, vocalists or clergy, without decreasing the decedent's assistance eligibility. There was discussion about current fundraising practices individuals have adopted that would provide more of a service, luncheon, flowers, etc. for a decedent who received burial assistance. Currently, the county reviews any contributions made on the decedent's behalf when determining their eligibility for assistance and deducts that amount from what would be provided to the family. The revised proposal made to the Board would not use those contributions as a determining factor for a decedent's assistance eligibility. The proposal would allow family and friends to contribute an undetermined amount to be put towards anything the county is not responsible for, which is solely the proper disposition of the body.

There was discussion on whether a flat rate should be paid for GA burials and whether or not that should increase for non-cremation services. In the event that a family member cannot be located, the cremation of the body cannot take place without an authorized signature. Mr. Peterson will discuss this situation with Mr. Burdick to determine if a court order could be put in place to authorize the cremation or whether an county ordinance is needed..

The Board requested Mr. Ammerman update and resend a written policy on Cass County's Burial Assistance program for review. Mr. Ammerman stated he would do so, sending a draft

version to Chair Rasmussen and Mr. Peterson, as they were on the sub-committee, to proof and then distribute to the Board members. If approved by the Social Services Board, the updated policy will then need to be approved by Cass County Commission.

III. MA-Out of State Expenses

Sidney Schock, Economic Assistance Manager, updated the Board regarding the status of out-of-state lodging for clients who travel to the Minneapolis/St. Paul/Rochester area for medical services not available locally. Mr. Schock informed the Board the State re-contacted those lodging providers who stated they were not receiving payments in a timely manner and explained ND Medicaid had not received any bills to pay those lodging providers during that time. Those providers have once again agreed to work with the ND Medicaid program. A second lodger in St. Paul is in the process of enrolling to be a provider. The requirement to invoice the ND Medicaid program was waived in an effort to increase the reimbursement time for vendors.

IV. Cardiac Care Program

On October 10, 2016, Mr. Ammerman and Mr. Schock were informed of a change to the Cardiac Care Program provided to children with certain medical conditions that are on Medicaid. The program acts as a secondary insurance to cover costs related to treatment that the primary insurance does not cover. The county was informed this will now be an asset-based program requiring a parent to complete eligibility paperwork to have their child enrolled in this program. The Department of Health made this shift in the program and notified clients of this shift at the end of September 2016. However, notification of this changes was not provided to county directors or staff until October. There are currently 400 children in Cass County that could potentially be eligible for this program. Tiffany Footitt, Economic Assistance Case Aide, will need to decide who meets the new guidelines and provide them with the application. It's estimated approximately four hours of staff time is needed per case which could have a large impact on the existing caseload.

The Board members were concerned of the lack of notification to the County because clients were informed of the shift before the county. There was also discussion on how the Department of Health can implement this change since the County Social Service agencies are not a designee of the Dept. of Health. The Board members requested Mr. Ammerman determine who was involved in this decision, as well as provide a list of individuals on the committee for the Department of Health and Department of Human Services. They also asked for a summary as to what has been done thus far. Mr. Ammerman agreed to obtain that information for the Board.

V. Adult Protective Services

As an addition to the Agenda, Chair Rasmussen shared a letter addressed to Ms. Maggie Anderson, Executive Director to North Dakota Department of Human Services. The letter stated its Cass County's intent to discontinue Vulnerable Adult Protection Services (VAPS) should the State not fully fund the service past June 30, 2017. The Board members were asked if the county should proceed with sending this letter to which it was agreed that the letter should be sent.

VI. Operations Report

Mr. Ammerman explained the increase in numbers reported are pretty typical for this time of the year. Low Income Home Energy Assistance Program (LIHEAP), which provides heating and

cooling assistance for those eligible, is currently at its peak with approximately 1,200 applications being received thus far. Child Protection Services has seen a dramatic increase in numbers as they are receiving more reports regarding major harm to young children, as well as reports relating to drug involvement where children are present.

Ms. Sharon Kleeman, Adult Services Manager, stated they are seeing an increase in individuals that are disabled elderly who isolate themselves in their homes. They are not always eligible for Home and Community Based Services (HCBS) so Ms. Kleeman is working with other community resources for these individuals to engage with. Some of these resources include Lutheran Social Services, Valley Senior Services, Consortium, Meals on Wheels and United Way. Mr. Ellingsberg also suggested contacting the United States Postal Service. A postal worker may observe a build-up of mail and would be able to alert the appropriate agency of this with their concerns. Ms. Kleeman agreed to contact them as well. NDSU is also involved in this discussion and may use this as a research opportunity.

Mr. Pawluk questioned the progress with SPACES. Mr. Schock informed the Board there are two Economic Assistance staff that are providing input and helping design Phase II of SPACES as this was an element missing when the first phase was implemented. These designated staff will attend meetings in Bismarck for additional assistance in the development of the program to be rolled out in Fall 2017. Mr. Schock also identified a system the State is building that will provide data to be used by staff to obtain a client's program information without having to check all the different programs Eligibility Workers use.

Mr. Ammerman stated beginning in January 2017, program highlights will be provided during Board meetings which will consist of approximately 20-30 minutes of discussion on a specific program.

Ms. Scherling stated with the next legislative session starting soon, it would be beneficial for Board members to have a list of talking points they could address with legislators. Mr. Ammerman stated the County Director's Legislative meeting would be this week which would create a list to provide the Board members.

VII. **Adjournment**

Mr. Steen made a motion to adjourn the meeting at 3:00 pm. Mr. Peterson seconded it. Motion carried.

Arland Rasmussen, Chair
Cass County Social Services Board

Melissa Kain Varno, Recorder

Cass County Social Services
GA Burial Policy
Estimated Cost of Proposed Revisions

GA Burials- January to November 15, 2016

Total # of applications reviewed: 71

- 6.76 averaged per month (10.5 months)
- 21 applications denied- 29.6%
- Total # approved – 50 = 70.4%

Total number cremation: 45 = 90% of approved (4.28 per month average)

- @ Current 2016 rate = $45 \times \$2,358.31 = \$106,123.95$
- @ New proposed rate = $45 \times \$2,775 = \$124,875$ (difference +\$18,751.05)
- Projecting 12 month @ new rate = $51.43 \times \$2,775 = \$142,714$

Total number of traditional burials: 5 = 10% of approved

- @ Current 2016 rate = $5 \times \$3,699.59 = \$18,347.95$
- @ New proposed rate = $5 \times \$3,945 = \$19,725$ (difference +\$1,377.05)
- Projecting 12 month @ new rate = $5.71 \times \$3,945 = \$22,542.86$

Total amount of change from 2016 rate to new rate = \$20,128.10

Projected out for 12-month period of time @ same rate= \$23,003.54

Total 2016 Budget projected 12 month expenditures for GA burials @ new rate = \$165,256.86

2016 Budgeted amount = \$110,000

2016 Adjusted GA amount at 2017 budgeting = \$140,000

CASS COUNTY BURIAL POLICY

Burial Policy – Burial expenses will be paid in accordance with current state statutes as found in the North Dakota Century Code, Chapter 23-06-03. “The County Board of Commissioners may negotiate with interested funeral homes regarding cremation expenses and burial expenses but the total charges for the services, may not be less than one thousand five hundred dollars (\$1,500). Burial costs will be reimbursed at the current rate as established by the Cass County Social Service Board, less any amount left by the deceased ~~and any family member~~ as well as contributions from family members of the first degree (Parents, Spouse, and Adult Children) ~~contribution~~ to defray expenses.”

Inasmuch as it is impossible for the County to make their regulations known to all potential clients of funeral homes, it is the responsibility and obligation of the funeral director to initially evaluate ~~determine the those potentially eligible need~~ for financial assistance and to make referrals to this agency when appropriate. The Cass County Burial Policy ensures that all bodies of deceased poor individuals are disposed of according to state health statutes. **This policy does not pay for nor prohibit the provision of a family service.**

It is the intent of the Cass County Social Service Board that a burial request that is received after interment cannot be honored, unless a family is unable to contact the agency because of weekend/holiday or other emergency.

It is the policy of Cass County Social Service Board that cremation will be the method of caring for the body of the deceased. Consideration ~~for an in ground burial~~ could be given to strongly expressed religious convictions of the decedent or the decedent’s family.

In the event funds are available from the ~~family members of the first degree~~ or the deceased including, but not limited to, death benefits from Social Security, VA, personal account or any other type of insurance (regardless of the named beneficiary), ~~it they~~ will be considered a resource to be applied on the burial costs. Collection of ~~these~~ resources will be the responsibility of Cass County Social Services.

~~Family members will be allowed to pay up to \$600 for items not associated with the funeral home costs such as flowers, vocalist or clergy.~~

The County Burial Application also requests information from ~~kindred~~ ~~family members~~ of the first degree (spouse, adult children, and parents). This information is used to determine the ~~kindred's~~ ~~their~~ ability to be responsible for the burial costs. As according to ND Century Code, they are responsible for those expenses and will be required to participate in those costs, if they are able. The Responsible Relative Affidavit form asks the questions about income and resources from ~~the those~~ family members. A separate affidavit will be asked of the parents, each adult child and spouse of the deceased. Information on the application ~~will be assessed by the guidelines set forth in this policy to be determine the family members ability to participate in burial costs, and~~ may be verified at the discretion of the County.

~~The current income levels for the Low Income Home Energy Assistance Program~~ The Low Income Home Energy Assistance Program's "41% - 60% of Median Income" table will be used as a guide when determining the family's ability to contribute towards the expenses.

It will be the intent of the Cass County Social Service Board that if any service for an eligible deceased person is over the designated limit, the Cass County Social Service Board will not participate in the costs of that service.

~~Funeral homes may not allow any upgrading or additions to services for county funded cremations/burials.~~

Cass County Social Service Board will not participate in any arrangements where the deceased or surviving family member has entered into a signed agreement with UND's Deeded Body Program as funding is available to funeral homes through that program.

Cass County Social Service Board will not reimburse for any additional transportation request for out-of-county burials. Family members may use the county cemetery (Springvale) at no fee for county burials.

Costs of cremation, **or an in-ground burial when approved**, will be reimbursed at the current rate as established by the Cass County Social Service Board. (See Attachment A)

This policy will be reviewed annually or at the formal request of the majority of the Cass County Funeral Directors.

North Dakota Century Code Citations:

23-06-03. Duty of burial.

1. The duty of burying the body of a deceased individual devolves upon the surviving husband or wife if the deceased was married or, if the deceased was not married but left kindred, upon one or more individuals in the same degree, of adult age, nearest of kin to the deceased and possessed of sufficient means to defray the necessary expenses.
2. If the individual who has the duty of burial does not bury the body within the time required by this chapter, the individual next specified shall bury the body.
3. If the deceased is not survived by an individual described by subsection 1 and did not leave sufficient means to defray funeral expenses, including the cost of a casket, the county social service board of the county in which the deceased had residence for county general assistance purposes or, if residence cannot be established, the county social service board of the county in which the death occurs shall employ some person to arrange for and supervise the burial or cremation. If the deceased was a resident or inmate of a public institution, the county in which the deceased was a resident for county general assistance purposes immediately before entering the institution shall employ a person to arrange for and supervise the burial or cremation. Each board of county commissioners may negotiate with the interested funeral directors or funeral homes regarding cremation expenses and burial expenses but the total charges for burial services, including transportation of the deceased to the place of burial, the grave box or vault, grave space, and grave opening and closing expenses, may not be less than one thousand five hundred dollars. The county social services board may provide for the use of a military casket or urn, if the deceased was a veteran as defined in section 37-01-40, unless the additional cost exceeds the negotiated expenses of this section or a surviving spouse or the nearest of kin of the deceased elects a nonmilitary casket. The county social service board shall pay the charge for funeral expenses as negotiated by the board of county commissioners, less any amount left by the deceased to defray the expenses.

50-01-01. County obligated to support poor - Eligibility for assistance - Transfer of property as security for assistance.

Within the limits of the county human services appropriation, each county in this state is obligated, upon receipt of a written application, to provide county general assistance to persons who are residents of the county and who are eligible. To be eligible for county general assistance, the applicant:

1. May not have made, before or after making an application for county general assistance, an assignment or transfer of property for the purpose of rendering the applicant eligible for assistance.
2. Shall comply with the written eligibility standards for county general assistance established by the county social service board. A copy of the written standards must be available upon request. Pursuant to this requirement, the ownership of property by an applicant for county general assistance, or by the spouse of the applicant, either individually or jointly, or of insurance on the life of the applicant does not preclude the granting of assistance if the applicant is without funds for the applicant's support. As a condition to the granting of county general assistance, however, the applicant may be required to transfer the property in trust by appropriate instrument as security for relief the applicant may receive, unless the property consists of one of the following:
 - a. A homestead.

- b. A life insurance policy having a cash surrender value of less than three hundred dollars.
- c. Personal property of a value less than three hundred dollars, not including household goods, wearing apparel, and personal effects, such as money.
- d. Property selected by the applicant having a value of less than three hundred dollars.
- e. Real or personal property held in trust for the applicant by the federal government.
- f. Real or personal property on which the taking of security may be prohibited through legislation enacted by the Congress of the United States.

Revised 11/16

Cass County Social Services

General Assistance Burials

Burial Payment Proposal

BREAKDOWN OF COSTS

CREMATION

	2014	2015*	2016 (1% Inc.)	Proposal
Funeral Service Professional Service	\$1,241.00	\$1,253.00	\$1,265.53	\$1,500.00
Alternative Container Cremation Container	\$166.00	\$168.00	\$169.68	\$195.00
Body Bag	\$104.00	\$105.00	\$105.00	\$105.00
Opening/Closing	\$518.00	\$523.00	\$528.23	\$575.00
Cremation Fee	\$284.00	\$287.00	\$289.87	\$400.00
TOTAL	\$2,313.00	\$2,336.00	\$2,358.31	\$2,775.00

CREMATION WITHOUT BURIAL

	2014	2015*	2016 (1% Inc.)	Proposal
Funeral Service Professional Service	\$1,241.00	\$1,253.00	\$1,265.53	\$1,500.00
Alternative Container Cremation Container	\$166.00	\$168.00	\$169.68	\$195.00
Body Bag	\$104.00	\$105.00	\$105.00	\$105.00
Cremation Fee	\$284.00	\$287.00	\$289.87	\$400.00
TOTAL	\$1,795.00	\$1,813.00	\$1,830.08	\$2,200.00

TRADITIONAL BURIAL IN GROUND BURIAL

	2014	2015*	2016 (1% Inc.)	Proposal
Funeral Service Professional Service	\$1,655.00	\$1,672.00	\$1,688.72	\$1,850.00
Minimum Casket	\$653.00	\$660.00	\$666.60	\$660.00
Body Bag	\$104.00	\$105.00	\$105.00	\$105.00
Opening/Closing	\$518.00	\$523.00	\$528.23	\$625.00
Vault	\$697.00	\$704.00	\$711.04	\$705.00
TOTAL	\$3,627.00	\$3,664.00	\$3,699.59	\$3,945.00

	2014	2015*	2016 (1% Inc.)	Proposal
Exception 1a: Oversized Casket	\$206.00	\$208.00		\$208.00
Exception 1b: Ambulance Transport	\$232.00	\$234.00		\$375.00
Exception 1c: Oversized Cremation Container (NEW)	-	-	-	\$100.00
Exception 1d: Oversized Cremation Fee (NEW)	-	-	-	\$100.00

GA program eligibility is based on the LIHEAP eligibility standards. If eligible for GA funding based on criteria of resources for first degree kinship, other sources of money can be used for service expenses.

* 1/2 Regional CPI (1%) the Regional CPI for the Midwest is 2%

The Department announced a Final Rule focused primarily on updating the salary and compensation levels needed for Executive, Administrative and Professional workers to be exempt. For more information, see <http://www.dol.gov/whd/overtime/final2016/>.

Fact Sheet #17D: Exemption for Professional Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

The specific requirements for exemption as a bona fide professional employee are summarized below. There are two general types of exempt professional employees: learned professionals and creative professionals.

See other fact sheets in this series for more information on the exemptions for executive, administrative, computer and outside sales employees, and for more information on the salary basis requirement.

Learned Professional Exemption

To qualify for the learned professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Primary Duty

"Primary duty" means the principal, main, major or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.

Work Requiring Advanced Knowledge

“Work requiring advanced knowledge” means work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment. Professional work is therefore distinguished from work involving routine mental, manual, mechanical or physical work. A professional employee generally uses the advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances. Advanced knowledge cannot be attained at the high school level.

Field of Science or Learning

Fields of science or learning include law, medicine, theology, accounting, actuarial computation, engineering, architecture, teaching, various types of physical, chemical and biological sciences, pharmacy and other occupations that have a recognized professional status and are distinguishable from the mechanical arts or skilled trades where the knowledge could be of a fairly advanced type, but is not in a field of science or learning.

Customarily Acquired by a Prolonged Course of Specialized Intellectual Instruction

The learned professional exemption is restricted to professions where specialized academic training is a standard prerequisite for entrance into the profession. The best evidence of meeting this requirement is having the appropriate academic degree. However, the word “customarily” means the exemption may be available to employees in such professions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction. This exemption does not apply to occupations in which most employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

Creative Professional Exemption

To qualify for the **creative professional** employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee’s primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

Invention, Imagination, Originality or Talent

This requirement distinguishes the creative professions from work that primarily depends on intelligence, diligence and accuracy. Exemption as a creative professional depends on the extent of the invention, imagination, originality or talent exercised by the employee. Whether the exemption applies, therefore, must be determined on a case-by-case basis. The requirements are generally met by actors, musicians, composers, soloists, certain painters, writers, cartoonists, essayists, novelists, and others as set forth in the regulations. Journalists may satisfy the duties requirements for the creative professional exemption if their primary duty is work requiring invention, imagination, originality or talent. Journalists are not exempt creative professionals if they only collect, organize and record information that is routine or already public, or if they do not contribute a unique interpretation or analysis to a news product.

Recognized Field of Artistic or Creative Endeavor

This includes such fields as, for example, music, writing, acting and the graphic arts.

Teachers

Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. Exempt teachers include, but are not limited to, regular academic teachers; kindergarten or nursery school teachers; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal or instrument music teachers. The salary and salary basis requirements do not apply to bona fide teachers. Having a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge includes, by its very nature, exercising discretion and judgment.

Practice of Law or Medicine

An employee holding a valid license or certificate permitting the practice of law or medicine is exempt if the employee is actually engaged in such a practice. An employee who holds the requisite academic degree for the general practice of medicine is also exempt if he or she is engaged in an internship or resident program for the profession. The salary and salary basis requirements do not apply to bona fide practitioners of law or medicine.

Highly Compensated Employees

Highly compensated employees performing office or non-manual work and paid total annual compensation of \$100,000 or more (which must include at least \$455 per week paid on a salary or fee basis) are exempt from the FLSA if they customarily and regularly perform at least one of the duties of an exempt executive, administrative or professional employee identified in the standard tests for exemption.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

When the state laws differ from the federal FLSA, an employer must comply with the standard most protective to employees. Links to your state labor department can be found at www.dol.gov/whd/contacts/state_of.htm.

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

Cass County Social Services
OPERATING REPORT
December, 2016

Personnel: Juan Enriquez has been hired as the Transportation Case Aide for Family Services, he begins on December 12th. Jennifer Thoreson has been hired as the .5 Foster Care Licensing Social Worker; she will continue part-time with her case management responsibilities. Recruitment has begun for her .5 case management replacement, as well as for the 2017 eligibility worker and office support positions.

Adult Services:

Both units of Adult Services have been fully staffed since December 2015. The last HCBS hire started beginning of January 2016.

Nissa Nystrom, Carla Odegaard, Cheryl Ritter, Nicolette Schaefer-Vrchota, and DeAnn Volk attended the North Plains Conference on Aging October 19 and 20 in Fargo.

HCBS

- 677 open cases
- Closed 34
- 23 new cases

APS

- 155 open cases
- Closed 24
- 23 new cases; one out of Cass County.

Economic Assistance:

The Agency was publically recognized by Kim Gillan, Regional Director of the U.S. Department of Health and Human Services, for its efforts in assisting families secure Health Care Coverage. Noted of particular merit is our partnering with Family Health Care Center; a collaboration which has allowed for the 12 hours/week presence of a Navigator who assists families applying for services; a presence that has been especially important during ACA's November 2016 open-enrollment. SPACES challenges continue. Diane Jorgenson and David Malheim have been participating in daily telephone JAD (i.e. Joint Analysis and Development) sessions with State and Deloitte staff, and they along with the Division Manager, will conference in Bismarck during the week of 11/28/16 to continue those efforts. Of considerable importance will be the Manager's participation in helping develop SPACES training for Cass County staff, as well as those from across the state.

The move to Laserfiche as the platform to manage electronic documents has greatly benefited from the efforts of a team comprised of the Administrative Services Manager and select Eligibility staff. The countless hours they have dedicated to providing design recommendations and testing will enable the Unit to successfully transition into that new business practice.

In October, 2016, staff:

- 1) were assigned 1,061 new applications during a total of 8 days. 140 households applying for benefits in October were new to the ND system, and additional 1,085 families either reapplied for Assistance or filed a tardy Periodic Review.

- 2) managed a total of 11,595 open Medicaid cases. Included are 6,307 ACA cases, 4,013 traditional Medicaid cases, and 1,275 families receiving assistance via 1 of 3 Medicare Savings Programs.
- 3) issued SNAP benefits of \$1,445,542 to 5688 families [c 22.5% of the State's recipients];
- 4) authorized \$319,884 in payments to Cass County Child Care Providers who cared for 810 children. Cass manages over 33% of the State's cases and issues 33% of its benefits;
- 5) reimbursed \$4,578 to Cass County Utility Providers through the Energy Program. \$813,886 in regular and \$64,688 in Emergency aid has been issued in Fiscal Year 2016;
- 6) approved TANF benefits of \$56,889 to 224 families [18 % of the State's recipients]; issued an additional \$14,979 to support employment activities to 149 individuals; and reimbursed \$10,498 to Caretakers with whom related children were placed through the TANF Kinship Care Program [an alternative to paid Foster Care].

Federal funds received by Cass County Service Providers:

October, 2016	YTD 2016
Medicaid: \$ 15,054,313 [monthly average of FY2014's \$180,651,753.56].	\$ 150,543,128
SNAP: \$ 1,445,542 [actual 10/16 benefits paid].	\$ 17,377,234
CCAP: \$ 277,077 [actual 10/16 benefits paid].	\$ 3,492,390
LIHEAP: \$ 73,215 [monthly average, 10/01/15 - 10/30/16].	\$ 878,574
TANF: \$ <u>71,868</u> [actual 10/16 benefits paid].	<u>\$ 765,437</u>
10/16: \$ 16,922,014	Year to date: \$ 173,056,763

Family Services:

The 2008 Fostering Connections to Success and Increasing Adoptions Act provides funding for foster parents to transport children to their home school district. Very few foster parents are able to transport children to and from school so this has been provided by our transportation staff or the case manager. When appropriate, children are transferred to the home school district of the foster parents.

The Every Student Succeeds Act (ESSA) is effective December 10, 2016. A portion of this Act requires schools to participate in the educational stability of foster children. Supervisor Beth Desotel is our liaison with the Fargo and West Fargo School Districts for implementation planning. The school districts are looking to the counties to assist in the costs of keeping foster children in their home districts. Our case managers will be responsible for initial planning with the schools, include a school representative in team meetings, and school notifications of changes.

Indian Child Welfare Act was enacted in 1978. There are new ICWA rules that go into effect December 12, 2016, the first time there has been clarification to the law to assist with consistent compliance. The rules clarify eligibility determination, requires State courts to ask in every child custody proceeding whether the Act applies, limits the duration of emergency placements, clarifies who may serve and testify as the Qualified Expert Witness (QEW) about Indian culture and parenting practices, when placement preferences apply and what is "good cause" to depart from the placement preferences. The rule requires the child is or is not subject to imminent physical damage or harm (not further defined) as a removal and reunification standard.

**CASS COUNTY SOCIAL SERVICES
STATISTICAL REPORT
2016**

CLIENT SERVICES	2015			2015			2015			2015			Program Description			
	JANUARY	FEBRUARY	MARCH	1st Q. Avg	APRIL	MAY	JUNE	2nd Q. Avg	JULY	AUGUST	SEPT	3rd Q. Avg		OCT	NOV	DEC
ADULT SERVICES																
Adult Protection services (APS)	90	117	139	160	151	159	164	130	156	167	146	129	155			106 APS and short term monitoring of cases
HCS	690	678	682	712	642	677	668	705	662	675	678	714	677			684. HCS=Home and Community Based
Other	12	6	13	22	11	12	5	29	12	7	9	18	14			18 Short term involvement and info. & referrals
Homemaker (Title XX)	105	105	110	97	110	111	110	99	115	113	112	93	110			98 In-home services for aged and disabled
Home Health Aide Services	12	13	13	7	12	12	12	7	12	12	12	14	14			11 Health care professionals going into home
FAMILY SERVICES																
Child Protection Reports																
CPS Assigned	135	128	111	101	137	103	76	99	82	101	131	98	123			107 CPS=Child Protection Services
CPS Closed	91	98	139	93	96	113	104	93	89	109	80	82	95			99
CPS Admin Assessments	121	126	163	141	151	113	114	130	113	122	160	98	166			111
Total FBS Case Management	253	252	256	229	267	275	265	246	253	254	258	234	259			254 FBS=Family Based Services-Foster Care/In-home
FBS cases assigned	8	9	27	11	22	4	10	12	11	12	23	16	18			18
FBS cases closed	7	13	15	7	8	7	7	8	11	11	7	5	6			9
Parent Aide Services	27	29	31	22	90	30	31	26	34	34	40	28	40			28
Crisis Case Management Open	17	15	17	5	15	12	11	10	16	20	17	14	17			14 Short term-intensive case management
CC children served	34	34	37	9	29	19	15	26	35	43	34	34	27			37 CC= Crisis Case Management
Total Cass Custodial Children	237	232	241	188	243	204	192	229	214	213	225	226	189			244
Total Child Placements	241	237	245	204	254	204	233	225	216	229	237	212	239			234
Entered Placement	5	7	24	5	13	9	9	9	9	6	19	14	14			16
Exit Placement	5	8	12	6	6	8	4	5	8	10	8	9	7			9
Kinship Placement	48	48	43	51	46	36	42	47	51	51	49	45	50			46 Kinship=placed with Relatives
Residential Placements	22	21	23	36	8	23	24	29	26	29	28	33	26			26 Therapeutic/psychiatric secured placement
Foster Care Payments	167	164	176	152	185	193	199	157	186	183	180	171	166			166 Foster Care Homes
Total DHS Custodial Children	56	58	58	46	59	58	47	47	56	59	61	49	59			53
Total Term. Parent Rights	3	1	7	0	0	0	2	1	12	4	2	3	3			3
Subsidized Adoptions	410	409	412	401	417	419	429	405	424	430	429	408	434			409 Special needs Foster Care children adopted
Safety / Permanency Funding	10	9	13	8	11	13	11	10	11	11	12	7	8			9
Foster Care License	90	89	92	87	92	94	92	92	91	92	93	91	97			89 County Foster Care Homes
Child Care Licensing	395	395	390	391	392	388	390	398	392	393	393	396	394			395
Child Care Registrations	89	90	92	88	81	79	73	97	72	76	80	99	74			102
ECONOMIC ASSISTANCE																
TANF Grants	218	250	218	227	222	195	204	215	188	198	217	210	215			231 TANF=Temp. Aid to Needy Families
Medical Assistance	**	3830	3922	3886	3900	4019	4019	4019	4020	3934	4075	4075	4013			12,183
Food Stamps	5657	5612	5618	5623	5633	5632	5769	5516	5778	5696	5676	5594	5688			5637 referred to as SNAP now
Total Unduplicated	***	***	***	***	***	***	***	***	***	***	***	***	***			***
New Screenings	1103	1152	1090	984	1056	983	1053	908	997	1239	1051	1,023	1061			967 New Applications for economic Asst. programs
Foster Care	177	169	169	160	199	207	197	169	196	195	193	174	196			174 Foster Care payments- Includes DIS cases
General Assistance																
Applications	3	9	10	6	6	7	13	9	1	11	11	6	11			7 Basically applications for Burials
Approved for Payment	1	6	3	4	4	5	7	6	1	6	4	3	4			3
LITHEAP / Fuel Assistance 14 - 15 season)																
Applications (current period)	262	211	244	179	120	181	52	107	48	69	48	48	1016			592 Oct. '14- 1077 applications-1600+ in 4th quarter
Approvals (cumulative)	1639	1655	1902	2,154	1929	2110	2162	2,330	2,378	2,386	2,424	2,434	4,016			1,250 this is an accumulated total for year
Child Care Assistance Program	809	907	732	882	709	653	550	759	630	591	568	751	577			765
EPSDT	25	17	30	26	15	27	29	29	44	42	41	26	28			28 EPSDT=Early Periodic Screening
Children Special Health Services	54	56	57	44	53	57	59	46	61	60	60	45	56			53
ACA cases in SPACES	3566	8750	6369	11,518	11,637	6387	6098	6082	6388	6098	6082	6307	6307			Traditional as well as Expansion
Total health care / all types	8750	11,518	11,637	11,699	11,313	11,455	11,595	11,595	11,595	11,313	11,455	11,595	11,595			Traditional, ACA, and Medicaid Savings Program

*** Denotes ACA + MA + QMB