

SOCIAL SERVICES
Budget Unit 501

Del Skillman

Director of Social Services

PROGRAM DESCRIPTION

The Department of Social Services administers a variety of human service programs that promote the welfare of persons in Shasta County through income maintenance, employment and training programs, crisis intervention, protection and prevention services. The budget unit funds the salary and benefits of casework and support staff, administrative overhead, and operating expenses necessary to administer the programs, which include:

CalWORKS/Welfare to Work	Children Protective Services
Food Stamps	Adoptions
Medi-Cal	Foster Home Licensing & Placement
County Medical Services Program	Adult Protective Services
General Assistance	In-Home Protective Services
	Public Guardian

Program activities involve eligibility determination, emergency response, case management, information systems, fiscal services, administrative and clerical support. The CalWORKs function emphasizes employment facilitated by job readiness training and remedial education. Fraud investigation activities are contracted to the District Attorney's Office.

Administration of the Social Service programs is funded by a combination of state and federal sources (87.9 percent), charges for service and miscellaneous revenue (0.2 percent), statutorily required County General Fund contribution (2.8 percent), and utilization of available Department fund balance (9.1 percent).

BUDGET REQUESTS

The FY 2003-2004 request is status quo with the prior year. The department will take responsibility for extraordinary costs of the LINC'S partnership with Mental Health and Public Health. In dollars, this means approximately \$810,000 claimed against the Child Welfare Services (CWS) allocation, which draws federal and state funding, leaving a \$121,500 count cost funded with Realignment. This collaborative arrangement may have to be revisited as the CWS allocation is exhausted, leaving a 50/50 federal/county responsibility.

There are no new positions requested. However, there is an add/delete clean up of an Eligibility Worker III currently under-filled with an Office Assistant III as a result of the Foster Care unit's redistribution of workload to minimize costs. A Child Welfare Services augmentation allowed the department to fill a few more of the SB 2030 positions approved by the Board of Supervisors in FY 2000-2001. Fixed assets include a replacement

computer server and two replacement vehicles.

The county share of cost portion of In-Home Supportive Services (IHSS) provider payments and the IHSS Public Authority are accounted for in this budget.

SUMMARY OF RECOMMENDATIONS

The CAO recommends a \$500,000 Realignment transfer from Public Health to Social Services in FY 2003-2004. This transfer to Social Services will be offset by a \$500,000 reduction in County General Fund support to this budget.

PENDING ISSUES AND POLICY CONSIDERATIONS

There is a premise savings in the Governor's budget to do Medi-Cal quarterly status reporting and timely annual assessments. The department will receive additional Medi-Cal funding to increase administrative efforts to decrease program participation. There are standards of performance attached to this funding. Penalties may be imposed in FY 2005-2006 if counties do not meet the standards, the first of which is proposed to be 90 percent of reviews completed in the first year. If this plan remains in the Governor's budget, the department will be adding Medi-Cal staff in the fall.

The potential impact of Realignment II proposed in the Governor's budget is unknown. Even without Realignment II, this budget is based upon status quo allocations that may be subject to 10 percent or greater cuts with the final state budget.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Most notably in this supplemental budget request, the Department of Social Services has reduced their bottom line by \$877,782. Completing various building maintenance projects in FY 2002-2003, and postponing the Cascade Building roof project primarily accomplished this. Cost applied charges to other budget units were adjusted to correspond with expenditures. Revenues were recalculated with planning allocations and expenditure adjustments. The department also reduced the amount of a contract with the District Attorney's Office for Welfare Fraud Investigation by approximately \$100,000, reduced other contracted services and administration transportation and travel expenditures.

Additionally, the IHSS Public Authority budget unit (50101) was dissolved in the amount of \$439,137 and a new agency fund (00851) was set up. It has been determined that an

Agency Fund will better meet legislative requirements. The Public Authority will contract with Social Services for staff to administer the Public Authority.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL	ACTUAL	ACTUAL	BUDGET	CAO	ADOPTED
COUNTY BUDGET ACT (1985)	EXP/REV	BUDGET	EXP/REV	REQUESTS	RECOMMENDS	BY TH B O S
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 501 SOCIAL SERVICES ADMINISTRATION						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: PUBLIC ASSISTANCE ADMIN						
FUND:0140 SOCIAL SERVICES						
SALARIES AND BENEFITS	15416921	17,227,835	16,812,000	19,213,353	19,456,132	19,456,132
SERVICES AND SUPPLIES	11037030	9,027,065	7,272,675	8,654,585	8,068,852	8,068,852
OTHER CHARGES	13187156	10,134,505	8,600,630	8,470,756	8,485,696	8,485,696
FIXED ASSETS	132060	135,115	115,354	56,892	56,892	56,892
INTRAFUND TRANSFERS	-613141	-1,009,417	-930,202	-638,054	-779,009	-779,009
OTHER FINANCING USES	57726	47,250	45,389	0	0	0
TOTAL EXPENDITURES*****	\$39,217,752	\$35,562,353	\$31,915,846	\$35,757,532	\$35,288,563	\$35,288,563
REVENUE FROM MONEY & PROPERTY	241700	150,000	83,105	150,000	150,000	150,000
INTERGOVERNMENTAL REVENUES	33124283	30,344,456	31,308,867	31,265,565	32,288,547	32,288,547
CHARGES FOR SERVICES	58792	56,400	216,485	55,500	55,500	55,500
MISCELLANEOUS REVENUES	16087	24,610	23,583	11,012	11,012	11,012
OTHR FINANCING SOURCES TRAN IN	1323102	875,397	864,715	1,025,397	410,228	410,228
OTHER FINANCING SRCS SALE F/A	2668	0	1,803	1,000	2,000	2,000
TOTAL REVENUES*****	\$34,766,631	\$31,450,863	\$32,498,557	\$32,508,474	\$32,917,287	\$32,917,287
SOCIAL SERVICES ADMINISTRATION EXP OVER (UNDER) REV	\$4,451,121	\$4,111,490	(\$582,711)	\$3,249,058	\$2,371,276	\$2,371,276

**SOCIAL SERVICES
OPPORTUNITY CENTER
Budget Unit 530**

Del Skillman

Director of Social Services

PROGRAM DESCRIPTION

The Opportunity Center (OC) offers vocational rehabilitation services, including employment training and job placement opportunities in-house and with local employers, to persons with disabilities in Shasta County. The program provides janitorial, mail, photocopying and microfilming services for County departments as well as assembly and packaging services for community customers. Community business contracts provide work for persons with disabilities and generate income to offset expenses while providing the mandated training ground for vocational rehabilitation services. Funding is also received from the State Department of Rehabilitation. No County General Fund dollars are used to support this program.

BUDGET REQUESTS

The FY 2003-2004 budget is status quo from the previous year. A new partnership with Mental Health and the California Department of Rehabilitation to provide job development services for Mental Health clients in the amount of \$200,000 will be implemented. The Opportunity Center will also expand services to include job coaching, situational assessment and supported work experience services to CalWORKs participants who have been identified as low-functioning. This budget is balanced through the utilization of \$50,000 of the department's available fund balance reserves.

No new positions or fixed assets are requested.

SUMMARY OF RECOMMENDATIONS

Technical adjustments to Liability Insurance and the manner in which job development services for mental health clients are reimbursed comprise the modifications to the department's request.

PENDING ISSUES AND POLICY CONSIDERATIONS

The department is anticipating a five percent cut in the rate of reimbursement from the Department of Rehabilitation for work services and supported employment that will result in a loss of approximately \$100,000 in revenue due to the State budget shortfall. The budget request reflects this reduction in anticipated revenue.

The Opportunity Center will be surveyed by their accrediting agency, CARF, in March 2004 for renewal of a three-year accreditation required by their funding agencies.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 530 OPPORTUNITY CENTER						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0120 OPPORTUNITY CENTER						
SALARIES AND BENEFITS	1771935	1,962,897	1,942,132	2,217,606	2,217,606	2,217,606
SERVICES AND SUPPLIES	1144086	1,425,604	1,415,116	1,332,932	1,333,859	1,333,859
OTHER CHARGES	883455	1,116,434	1,114,397	1,143,267	1,143,267	1,143,267
FIXED ASSETS	20308	63,072	62,448	0	0	0
INTRAFUND TRANSFERS	-1123609	-1,480,380	-1,456,954	-1,697,146	-1,497,146	-1,497,146
TOTAL EXPENDITURES*****	\$2,696,176	\$3,087,627	\$3,077,139	\$2,996,659	\$3,197,586	\$3,197,586
REVENUE FROM MONEY & PROPERTY	-3557	0	1,629	-500	-500	-500
INTERGOVERNMENTAL REVENUES	1731270	1,888,909	1,910,668	1,809,017	2,009,017	2,009,017
CHARGES FOR SERVICES	958534	1,136,000	1,125,774	1,138,126	1,138,126	1,138,126
MISCELLANEOUS REVENUES	403	250	10,407	250	250	250
OTHER FINANCING SRCS SALE F/A	3261	0	7,348	0	0	0
TOTAL REVENUES*****	\$2,689,911	\$3,025,159	\$3,055,825	\$2,946,893	\$3,146,893	\$3,146,893
OPPORTUNITY CENTER EXP OVER (UNDER) REV	\$6,265	\$62,468	\$21,314	\$49,766	\$50,693	\$50,693

**SOCIAL SERVICES
COUNTY INDIGENT CASES
Budget Unit 540**

Del Skillman

Director of Social Services

PROGRAM DESCRIPTION

State law requires each County to provide General Assistance (GA) to individuals who have no other income or means of support and are not eligible for other categorical assistance, such as Supplemental Security Income/State Supplementary Program (SSI/SSP) or Temporary Assistance to Needy Families. General Assistance is considered a program of last resort. Assistance payments and administrative costs are both funded solely by the County.

There are three groups of General Assistance recipients: "General Relief (GR) Cash Grant-Incapacitated," "GR Cash Grant-Employable," and "Interim Assistance." The "GR Incapacitated" program provides payment for individuals deemed by a physician to be temporarily incapacitated. Generally, such temporary incapacity is limited to three months or less. The "GR Employable" program provides employment, training and work experience to recipients. Employable recipients are eligible to participate for only three out of each twelve months. "Interim Assistance" provides payments to those individuals meeting General Assistance eligibility criteria who also have a disability. However, the applicant must apply for Federal SSI/SSP, and be awaiting a decision on such an application before Interim Assistance will be granted.

BUDGET REQUESTS

The FY 2003-04 budget request of \$806,881 is the same as the FY 2002-03 budget request. Utilization of the new SSI Advocate position has increased average collections by 134 percent since last year and has fostered a better relationship with the Social Services Administration. To address a 9 percent caseload increase, the department is attempting to control benefits costs by revising the General Assistance Manual and narrowing eligibility requirements to maintain the same level of General Fund support.

No Fixed Assets or new positions are sought.

SUMMARY OF RECOMMENDATIONS

No modification to the department's request is recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental Budget changes were net zero and the actual budget remains the same as the Requested Budget. Professional Services were reduced due to the cancellation of the Clothes That Work contract and Interim Assistance payments were increased due to rising caseloads. There is no General Fund increase.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

STATE CONTROLLER	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 540 COUNTY INDIGENT CASES						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: GENERAL RELIEF						
FUND:0140 SOCIAL SERVICES						
SERVICES AND SUPPLIES	5290	168,064	168,063	163,053	150,305	150,305
OTHER CHARGES	714358	641,217	641,212	646,228	659,876	659,876
INTRAFUND TRANSFERS	-2831	-2,400	-2,794	-2,400	-3,300	-3,300
TOTAL EXPENDITURES*****	\$716,816	\$806,881	\$806,482	\$806,881	\$806,881	\$806,881
OTHR FINANCING SOURCES TRAN IN	744140	806,881	806,881	806,881	806,881	806,881
TOTAL REVENUES*****	\$744,140	\$806,881	\$806,881	\$806,881	\$806,881	\$806,881
COUNTY INDIGENT CASES EXP OVER (UNDER) REV	(\$27,323)	\$0	(\$399)	\$0	\$0	\$0

**SOCIAL SERVICES
WELFARE CASH AID PAYMENTS
Budget Unit 541**

Del Skillman

Director of Social Services

PROGRAM DESCRIPTION

This budget unit accounts for the funds to the Welfare Cash Aid entitlement programs. Cash aid payments are funded by a combination of state and federal grants, and a statutorily required County General Fund contribution. The programs include several categories of Temporary Assistance to Needy Families (TANF): Family Group, Unemployed, Foster Care, Severely Emotionally Disturbed (SED) Foster Care; Aid for Adoption and the county share of cost portion of In-Home Supportive Services (IHSS) provider payments.

BUDGET REQUESTS

The proposed state budget suggests benefit cuts in CalWORKs and no COLA for Foster Care. Although the CalWORKs program has experienced a 3 percent caseload reduction, net savings are minimal due to the low county share of cost (2.5 percent). In contrast, the Foster Care program experienced a 6 percent caseload increase in FY 2002-03. In addition, the federal participation rate in Foster Care has been reduced from 51.4 percent to 50 percent, slightly increasing the county share of cost. The department has increased the In-Home Supportive Services budget by \$300,000 in anticipation of the increased costs associated with collective bargaining. General Fund support is budgeted at the same \$3.9 million dollar level as in the FY 2002-03 budget request.

SUMMARY OF RECOMMENDATIONS

No modification to the department's request is recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental Budget changes were net zero. Because CalWORKs caseloads decreased and Foster Care caseloads increased tremendously between April and June of 2003, there were corresponding decreases in CalWORKs aid payment expenditures and increases in Foster Care payment expenditures. Expenditures and Revenues were adjusted to reflect recent caseload behavior in all aided programs. Expenditures were increased by \$294,481, primarily in Foster Care, Adoptions and CalWORKs Zero Parent. Revenues were increased correspondingly by \$294,481, primarily in State & Federal Foster Care, State & Federal Adoptions, Realignment, and Federal CalWORKs.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 541 WELFARE CASH AID PAYMENTS						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: AID PROGRAMS						
FUND:0140 SOCIAL SERVICES						
OTHER CHARGES	31994015	38,933,398	34,931,785	35,615,431	35,909,912	35,909,912
TOTAL EXPENDITURES*****	\$31,994,015	\$38,933,398	\$34,931,785	\$35,615,431	\$35,909,912	\$35,909,912
INTERGOVERNMENTAL REVENUES	28820170	35,033,621	31,247,451	31,715,654	32,010,135	32,010,135
OTHR FINANCING SOURCES TRAN IN	3075685	3,899,777	3,899,777	3,899,777	3,899,777	3,899,777
TOTAL REVENUES*****	\$31,895,855	\$38,933,398	\$35,147,228	\$35,615,431	\$35,909,912	\$35,909,912
WELFARE CASH AID PAYMENTS EXP OVER (UNDER) REV	\$98,161	\$0	(\$215,444)	\$0	\$0	\$0

**HOUSING AND COMMUNITY ACTION PROGRAMS
HOUSING AUTHORITY
Budget Unit 543**

Larry Lees

Housing/Community Action Programs Director

PROGRAM DESCRIPTION

The Housing Authority administers the Section 8 Housing Assistance Payments Program through a contract with the U.S. Department of Housing and Urban Development (HUD). Monthly rental assistance payments are made directly to landlords on behalf of low-income tenants. Eligibility is limited to families and the elderly or disabled. There are presently 644 housing units in this program. The Housing Authority assists local efforts to provide affordable housing opportunities to low-income residents. Two additional social service programs are provided for Section 8 clients: Family Self Sufficiency provides mentoring and referral services to assist families in achieving economic self-sufficiency, and the Family Unification Program provides subsidized housing so that divided families can be reunited.

Expenditures within this budget unit are funded by the Federal Department of Housing and Urban Development. There is no County General Fund cost to the program. Payments of \$2.1 million made by the Housing Authority directly to landlords within the County are not reflected in this budget.

BUDGET REQUESTS

Activity within the Housing Authority Program remains relatively unchanged from the prior year. It is anticipated that although one vacant .5 FTE Housing Programs Technician is being eliminated, current service levels will not be impacted. No fixed assets are requested. Program expenses continue to be fully funded by federal funds. No County General Fund appropriation is sought.

SUMMARY OF RECOMMENDATIONS

No modification to the department's request is recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental Budget changes include a reduction in both expenditures and

revenues in the amount of \$10,798 for a net zero change. The reductions were related to a redistribution of Salary and Benefits costs between the Housing Authority and the Community Action Agency budgets for two positions shared between these two divisions as well as increases in Employer Share Health Insurance.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 543 HOUSING AUTHORITY						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0060 GENERAL						
SALARIES AND BENEFITS	289023	300,982	282,999	348,765	338,020	338,020
SERVICES AND SUPPLIES	89706	126,450	120,442	124,511	124,458	124,458
OTHER CHARGES	56552	38,568	37,568	76,014	76,014	76,014
FIXED ASSETS	0	4,000	3,196	0	0	0
INTRAFUND TRANSFERS	-21946	-37,700	-13,972	-15,731	-15,731	-15,731
TOTAL EXPENDITURES*****	\$413,335	\$432,300	\$430,233	\$533,559	\$522,761	\$522,761
INTERGOVERNMENTAL REVENUES	413335	432,300	427,003	533,559	522,761	522,761
OTHER FINANCING SRCS SALE F/A	0	0	3,230	0	0	0
TOTAL REVENUES*****	\$413,335	\$432,300	\$430,233	\$533,559	\$522,761	\$522,761
HOUSING AUTHORITY EXP OVER (UNDER) REV	\$0	\$0	\$0	\$0	\$0	\$0

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
54300 011000	BASE SALARIES & BENEFITS					223,087
54300 011000	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	15,866
54300 011000	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	8,482
54300 011000	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-8,113
54300 011000	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-2,853
Account Total 011000						236,469
54300 018100	BASE SALARIES & BENEFITS					17,693
54300 018100	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	1,213
54300 018100	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	649
54300 018100	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-621
54300 018100	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-218
Account Total 018100						18,716
54300 018201	BASE SALARIES & BENEFITS					15,029
54300 018201	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	1,083
54300 018201	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	532
54300 018201	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-567
54300 018201	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-191
Account Total 018201						15,886
54300 018300	BASE SALARIES & BENEFITS					31,935
54300 018300	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	1,626
54300 018300	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	2,500
54300 018300	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-540
54300 018300	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-260
Account Total 018300						35,261
54300 018400	BASE SALARIES & BENEFITS					1,156
54300 018400	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	79
54300 018400	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	43
54300 018400	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-41
54300 018400	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-14
Account Total 018400						1,223
54300 018500	BASE SALARIES & BENEFITS					3,787
54300 018500	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III FRM 596	26	260
54300 018500	TRANSFER	1	0.30	ADMIN SECRETARY I FROM 590	26	139
54300 018500	TRANSFER	1	0.13	DIR OF HOUSING & CAA TO 590	26	-132
54300 018500	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III TO 590	26	-47
Account Total 018500						4,007

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
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**VETERANS SERVICE OFFICE
Budget Unit 570**

David J. Lanford

Veterans Service Officer

PROGRAM DESCRIPTION

The Shasta County Veterans Service Office (VSO) was established pursuant to Section 970 of the California Military Veterans Code. The VSO assists over 20,000 veterans and their dependents residing within the County in obtaining a variety of benefits from the State Department of Veterans Affairs and the U.S. Department of Veterans Affairs. Services include filing for veteran's disability compensation benefits, pension benefits, widow's pensions, vocational rehabilitation, education, home loans, adaptive housing grants, medical and psychological treatment, counseling, life insurance, long term care and burial benefits. The non service-connected pensions for low income and homeless war era veterans are much like Supplemental Security Income (SSI) in that they are based on income and disability factors. This program has been very successful in helping to remove veterans from aid programs such as General Assistance and Temporary Assistance for Needy Families (TANF). The VSO also assists veterans and their eligible dependents with obtaining educational entitlements and special adaptive housing and auto grants. The program is funded by the State Department of Veterans' Affairs (26 percent), and a County General Fund subsidy (74 percent).

BUDGET REQUESTS

The requested budget reflects a \$36,000 (16 percent) decrease from the FY 2002-2003 request primarily due to salary savings. Minor repairs of the air conditioning system, leaking roof and restroom facility totaling \$7,000 are included in the Maintenance of Structures budget.

No new positions or fixed assets are requested. The unreimbursed cost borne by the County General Fund has decreased by \$36,000 to an estimated \$134,000.

SUMMARY OF RECOMMENDATIONS

One modification to the department's request adding \$10,000 to Maintenance of Structures is recommended to allow the department to finance a new roof on their existing facility.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Expenditures for the Veteran's Services budget was increased by \$5,849 for building maintenance (roof improvements) and health insurance increases.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 570 VETERANS SERVICE OFFICER						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: VETERANS' SERVICES						
FUND:0060 GENERAL						
SALARIES AND BENEFITS	139770	169,098	144,510	133,552	135,514	135,514
SERVICES AND SUPPLIES	27794	41,123	35,762	39,534	53,421	53,421
OTHER CHARGES	7035	5,843	5,843	6,020	6,020	6,020
APPROP FOR CONTINGENCY	0	0	0	1,294	1,294	1,294
OTHER FINANCING USES	2944	321	56	0	0	0
TOTAL EXPENDITURES*****	\$177,543	\$216,385	\$186,170	\$180,400	\$196,249	\$196,249
INTERGOVERNMENTAL REVENUES	61913	47,000	66,838	47,000	47,000	47,000
TOTAL REVENUES*****	\$61,913	\$47,000	\$66,838	\$47,000	\$47,000	\$47,000
VETERANS SERVICE OFFICER EXP OVER (UNDER) REV	\$115,630	\$169,385	\$119,332	\$133,400	\$149,249	\$149,249

**COMMUNITY ACTION AGENCY
Budget Unit 590**

Larry Lees

Housing/Community Action Programs Director

PROGRAM DESCRIPTION

The Community Action Agency (CAA) budget unit supports a variety of social service programs that aid senior citizens and the low-income population. Activities include the "pass-through" of \$250,000 in funds to nonprofit agencies, down payment loans for first time homebuyers, owner-occupied housing rehabilitation, and the Retired and Senior Volunteer Program (RSVP).

The CAA serves as staff and liaison to Planning and Service Area 2, Emergency Food and Shelter Program (EFSP; formerly FEMA), Emergency Housing Assistance Program and the Community Action Board. The CAA includes an adult literacy program and an AmeriCorps*VISTA program. CAA also administers the HOME Investment Partnerships Program, which offers down payment loans for first-time homebuyers and rental rehabilitation, for the cities of Anderson and Shasta Lake and for owner-occupied housing rehabilitation loans in the unincorporated area of the County.

The budget unit is supported by state and federal grants (94.3 percent), marriage license fees that flow to the Shasta County Women's Refuge (1.8 percent), fees, charges for service, contributions and miscellaneous revenue (2.4 percent), and a County General Fund appropriation (1.5 percent).

BUDGET REQUESTS

The FY 2003-2004 request is 36 percent more than the approved FY 2002-2003 budget due to roll-forward and augmentation of the County Down Payment Assistance program.

Due to the loss of the CalWORKs community service and literacy contracts effective June 30, 2002, the decision was made to not fill two vacant RSVP Clerk positions. The department is now requesting the elimination of these two vacant positions. The County General Fund contribution of \$25,022 supports the contract with Planning and Service Area 2 (PSA 2) to maintain and enhance programs and services for all older Americans.

SUMMARY OF RECOMMENDATIONS

No modification to the department's request is recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with the recommended budget.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental Budget changes had a net zero change and overall included increases in both revenue and expenditures in the amount of \$34,507. Increases in expenditures resulted from increases in Salaries and Benefits (\$10,468) due to redistribution of costs between the Housing and CAA divisions for two positions shared by these two divisions, increased Employer Share Health Insurance and additional extra help for a volunteer coordinator in the Burney/Intermountain area in the RSVP division. Other additional expenditures were for additional services in the Adult Literacy Program, offset by increased foundation revenue from Starbucks (\$6,340) and Scripps Howard (\$12,914), which also reduced the reliance on donation revenue for the 2003-2004 fiscal year. Additional federal RSVP grant revenue was also received (\$6,379) to offset increased expenditures in the RSVP program in the Burney/Intermountain area.

COUNTY OF SHASTA SCHEDULE 9
 REVENUES AND EXPENDITURES
 STATE OF CALIFORNIA
 BUDGET UNIT FINANCING SUMMARY
 BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV	ACTUAL BUDGET	ACTUAL EXP/REV	BUDGET REQUESTS	CAO RECOMMENDS	ADOPTED BY TH B O S
COUNTY BUDGET ACT (1985)	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	2003-2004
UNIT TITLE: 590 COMMUNITY ACTION AGENCY						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0060 GENERAL						
SALARIES AND BENEFITS	355008	244,236	222,731	233,816	255,205	255,205
SERVICES AND SUPPLIES	299147	287,284	234,294	165,477	178,595	178,595
OTHER CHARGES	338339	881,633	742,041	1,299,442	1,299,442	1,299,442
INTRAFUND TRANSFERS	-78080	-41,945	-40,545	0	0	0
TOTAL EXPENDITURES*****	\$914,415	\$1,371,208	\$1,158,520	\$1,698,735	\$1,733,242	\$1,733,242
LICENSES, PERMITS & FRANCHISES	30496	30,000	28,803	30,000	30,000	30,000
INTERGOVERNMENTAL REVENUES	578822	1,051,305	438,587	1,602,540	1,632,505	1,632,505
CHARGES FOR SERVICES	186730	20,534	20,635	0	0	0
MISCELLANEOUS REVENUES	91209	214,149	652,312	41,173	45,715	45,715
TOTAL REVENUES*****	\$887,257	\$1,315,988	\$1,140,337	\$1,673,713	\$1,708,220	\$1,708,220
COMMUNITY ACTION AGENCY EXP OVER (UNDER) REV	\$27,158	\$55,220	\$18,184	\$25,022	\$25,022	\$25,022

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
59000 011000	BASE SALARIES & BENEFITS					175,800
59000 011000	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-14,574
59000 011000	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-8,482
59000 011000	TRANSFER	1	0.55	HOUSING LOAN SPECIALST FRM 596	26	17,743
59000 011000	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	8,113
59000 011000	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	2,853
Account Total 011000						181,453
59000 018100	BASE SALARIES & BENEFITS					14,212
59000 018100	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-1,114
59000 018100	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-649
59000 018100	TRANSFER	1	0.55	HOUSING LOAN SPECIALST FRM 596	26	1,358
59000 018100	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	621
59000 018100	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	218
Account Total 018100						14,646
59000 018201	BASE SALARIES & BENEFITS					5,558
59000 018201	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-959
59000 018201	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-532
59000 018201	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	567
59000 018201	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	191
Account Total 018201						4,825
59000 018300	BASE SALARIES & BENEFITS					34,154
59000 018300	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-1,641
59000 018300	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-2,500
59000 018300	TRANSFER	1	0.55	HOUSING LOAN SPECIALST FRM 596	26	2,623
59000 018300	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	540
59000 018300	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	260
Account Total 018300						33,436
59000 018400	BASE SALARIES & BENEFITS					928
59000 018400	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-73
59000 018400	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-43
59000 018400	TRANSFER	1	0.55	HOUSING LOAN SPECIALST FRM 596	26	89
59000 018400	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	41
59000 018400	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	14
Account Total 018400						956
59000 018500	BASE SALARIES & BENEFITS					3,042
59000 018500	TRANSFER	1	0.35	HOUSING REHABILITATN CO TO 596	26	-238
59000 018500	TRANSFER	1	0.30	ADMINISTRATIVE SECRETRY TO 543	26	-139
59000 018500	TRANSFER	1	0.55	HOUSING LOAN SPECIALST FRM 596	26	291

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
59000 018500	TRANSFER	1	0.13	DIR OF HOUSING & CAA FROM 543	26	132
59000 018500	TRANSFER	1	0.05	ACCOUNTANT-AUDITOR III FM 543	26	47
Account Total 018500						3,135

**CDBG ADMINISTRATION/HOUSING AND COMMUNITY ACTION PROGRAMS
HOUSING REHABILITATION
Budget Unit 596**

Larry Lees

Housing/Community Action Programs Director

PROGRAM DESCRIPTION

The Housing Rehabilitation/Community Development Block Grant (CDBG) Administration acquires resources and administers rehabilitation and repair activities funded by the CDBG Program for homes owned and occupied by low-income persons. Services are offered in targeted areas throughout the County. CDBG program administration is provided via contract to the city of Anderson. This department also administers technical assistance grants for housing and economic development including a feasibility study for economic development along the I-5 corridor in the Anderson area, an ortho-imagery mapping plan and a workforce and business resource analysis. A new grant allocation for the purpose of re-implementing the micro-enterprise assistance program is also included in the budget.

The department manages an outstanding loan portfolio of more than \$3 million. As these funds are repaid to the County, they become "program income" and are recycled into programs in the form of low interest loans and other activities. The repaid funds also support minor repairs to the housing of senior citizens.

The budget unit is supported by a combination of federal and local government revenues (82 percent), interest on payments, retained earnings, and miscellaneous fees and revenue (18 percent). Not reflected in this budget are the low interest housing rehabilitation loans that total \$100,000.

BUDGET REQUESTS

The FY 2003-2004 request is 19 percent more than the FY 2002-2003 approved budget due to the re-establishment of the Micro-enterprise program (\$100,000 increase) and technical assistance grants (\$28,000) offset by salary savings from a vacant Housing Programs Technician position that will not be funded until the amount of program income generated by repaid loans increases (\$37,000).

No fixed assets are requested. Total expenditures in excess of revenue are funded by retained earnings from the principal payments to loans receivable. There is no County General Fund cost to this budget.

SUMMARY OF RECOMMENDATIONS

No modification to the department's request is recommended.

PENDING ISSUES AND POLICY CONSIDERATIONS

None.

DEPARTMENT HEAD CONCURRENCE OR APPEAL

The department head concurs with this budget as recommended.

FINAL BOARD ACTION

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. Supplemental Budget changes include increasing expenditures associated with the Employer Share Health Insurance (Salaries and Benefits) costs and related cost applied administration revenue for the CDBG program, both in the amount of \$1,998. There were no net increases.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES
STATE OF CALIFORNIA
BUDGET UNIT FINANCING SUMMARY
BUDGET FOR THE FISCAL YEAR 2003 - 2004

	ACTUAL EXP/REV 2001-2002	ACTUAL BUDGET 2002-2003	ACTUAL EXP/REV 2002-2003	BUDGET REQUESTS 2003-2004	CAO RECOMMENDS 2003-2004	ADOPTED BY TH B O S 2003-2004
STATE CONTROLLER						
COUNTY BUDGET ACT (1985)						
UNIT TITLE: 596 CDBG ADMIN/REHAB						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0197 SHASTA HOUSING REHAB						
SALARIES AND BENEFITS	255402	200,251	191,769	153,593	155,591	155,591
SERVICES AND SUPPLIES	411007	329,466	266,062	418,949	420,947	420,947
OTHER CHARGES	109143	17,687	7,687	14,513	14,513	14,513
INTRAFUND TRANSFERS	-268022	-208,549	-200,086	-158,813	-160,811	-160,811
TOTAL EXPENDITURES*****	\$507,529	\$338,855	\$265,433	\$428,242	\$430,240	\$430,240
REVENUE FROM MONEY & PROPERTY	26727	27,000	22,354	25,000	25,000	25,000
INTERGOVERNMENTAL REVENUES	398076	252,540	200,789	349,774	351,772	351,772
CHARGES FOR SERVICES	990	1,000	498	1,000	1,000	1,000
MISCELLANEOUS REVENUES	1833	0	0	0	0	0
OTHR FINANCING SOURCES TRAN IN	0	0	6,300	0	0	0
TOTAL REVENUES*****	\$427,627	\$280,540	\$229,941	\$375,774	\$377,772	\$377,772
CDBG ADMIN/REHAB EXP OVER (UNDER) REV	\$79,902	\$58,315	\$35,492	\$52,468	\$52,468	\$52,468

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
59600 011000	BASE SALARIES & BENEFITS					169,548
59600 011000	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-15,866
59600 011000	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	14,574
59600 011000	TRANSFER	1	0.55	HOUSING LOAN SPECIALIST TO 590	26	-17,743
Account Total 011000						150,513
59600 018100	BASE SALARIES & BENEFITS					12,971
59600 018100	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-1,213
59600 018100	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	1,114
59600 018100	TRANSFER	1	0.55	HOUSING LOAN SPECIALIST TO 590	26	-1,358
Account Total 018100						11,514
59600 018201	BASE SALARIES & BENEFITS					5,762
59600 018201	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-1,083
59600 018201	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	959
Account Total 018201						5,638
59600 018300	BASE SALARIES & BENEFITS					23,637
59600 018300	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-1,626
59600 018300	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	1,641
59600 018300	TRANSFER	1	0.55	HOUSING LOAN SPECIALIST TO 590	26	-2,623
Account Total 018300						21,029
59600 018400	BASE SALARIES & BENEFITS					848
59600 018400	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-79
59600 018400	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	73
59600 018400	TRANSFER	1	0.55	HOUSING LOAN SPECIALIST TO 590	26	-89
Account Total 018400						753
59600 018500	BASE SALARIES & BENEFITS					2,776
59600 018500	TRANSFER	1	0.33	ACCOUNTANT-AUDITOR III TO 543	26	-260
59600 018500	TRANSFER	1	0.35	HOUSING REHABILITATN CO FRM 590	26	238
59600 018500	TRANSFER	1	0.55	HOUSING LOAN SPECIALIST TO 590	26	-291
Account Total 018500						2,463

