

County of Santa Clara
Social Services Agency
Department of Fiscal & Administrative Services
Financial Management Services



SSA02 121509

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Submitted by: Lori Medina
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& Children's Services

DATE: December 15, 2009

TO: Board of Supervisors

FROM: 
Will Lightbourne
Agency Director, Social Services Agency

SUBJECT: Adopt Salary Ordinance Amendment to Add Six positions relating to the American Recovery and Reinvestment Act of 2009 (ARRA) – Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF)

RECOMMENDED ACTION

Consider recommendations relating to the American Recovery and Reinvestment Act of 2009 (ARRA) – Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF).

Possible action:

- a. Introduction and preliminary adoption of Salary Ordinance NS-5.10.55 amending Santa Clara County Salary Ordinance No. NS-5.10 relating to the compensation of employees adding positions in the Social Services Agency - - two (2) unclassified alternately staffed Management Analyst/Associate Management Analyst B, one (1) unclassified Eligibility Worker III/II/I, one unclassified Accountant III/II, one (1) unclassified Accountant Assistant, and one (1) unclassified Office Specialist III. (Roll Call Vote to waive reading, Roll Call Vote to adopt)
- b. Adopt Resolution delegating authority to Director of Social Services Agency, or designee, to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to contracts with various providers relating to TANF ECF for the period December 15, 2009 through September 30, 2010 following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on September 30, 2010. (Roll Call Vote)
- c. Approve Request for Appropriation Modification No. 134 - \$261,835 transferring funds from Object 2 Services and Supplies to Object 1 Salaries and Benefits within the Social Services Agency budget. (Roll Call Vote)

FISCAL IMPLICATIONS

There is no known negative impact to the County General Fund associated with approval of the Recommended Action.

Federal funding through ARRA TANF ECF was authorized for the 24 month period October 1, 2008 through September 30, 2010 and provides \$5 billion nationwide, of which \$1.8 billion was allocated to California. Due to adequate ARRA TANF ECF funding, the State has advised counties will not receive specified "TANF ECF allocations," but will be able to draw down 80% of TANF ECF expenditures that exceed the FY 2007 base year expenditure levels, with a required 20% county match.

The required 20% county match is achievable as ARRA TANF ECF regulations permit third party expenditures as allowable matching funds, such as vendors' reduced pricing for incentive purchases and providers' expenditures incurred in support of the ARRA TANF ECF services and not paid from federal funds. Also, the Agency's current overhead and administration costs, which will have a proportional share distributed to TANF ECF, can be used to achieve the 20% county match requirement.

On June 9, 2009, the Board of Supervisors approved the Agency's request to recognize revenue and associated expenditure appropriation in the amount of \$55,495,340 for the period October 1, 2008 through September 30, 2010 to implement ARRA TANF ECF program services within the Department of Employment & Benefit Services (DEBS). Also, the Board of Supervisors approved the addition of thirty seven (37) funded unclassified positions to develop policies, procedures and mechanism to provide program services and benefits to clients served through the DEBS, and to enhance fiscal operations to distribute funds, identify and substantiate the 20% required match, and to ensure compliance with the stringent federal ARRA financial requirements.

In September 2009, the U.S. Department of Health and Human Services approved expansion of the Non-Recurrent Short Term Benefits module of ARRA TANF ECF to include families defined as “needy families” - - families with an income less than 200% of the federal poverty level, relative to their family size. The Agency will be able to provide services to the needy families currently served through the Department of Family & Children’s Services (DFCS) which includes families in which a minor child is living with a parent or adult relative caregiver; pregnant women in their third trimester; and families in which a minor child is temporarily absent for a less than 12 months, due to child abuse and neglect, and the parent or parents of the child are engaged in family reunification services. The required 20% county match for expanding services to eligible DFCS families is achievable as the current Agency expenditures from the Children’s Placement Fund, formerly the Director’s Exception, is an allowable match.

The cost to provide services and benefits to the DFCS eligible families is included in the Agency’s approved \$55,495,340 ARRA TANF ECF budget. However, in order to ensure services to the expanded DFCS client population in the remaining ARRA funding period, the Agency is requesting approval to add six (6) funded unclassified positions. The cost for the remainder of FY 2010 for the six (6) positions is \$261,835.00 and the cost for FY 2011 from July 1, 2010 through September 30, 2010 is \$160,308.00, with a total cost of \$422,143.00 through the end of the ARRA funding period of September 30, 2010. Funding for the requested positions is included in the Agency’s approved ARRA TANF ECF budget, and the budget appropriation in expenditure accounts will be adjusted to remain balanced to the total approved funding of \$55,495,340.00.

CONTRACT HISTORY

On June 9, 2009, the Board of Supervisors approved the Agency’s request for delegation of authority to the Director of Social Services to negotiate, execute, amend and terminate contracts with various providers relating to ARRA TANF ECF services for the period July 1, 2009 through September 30, 2010.

The Agency has executed contracts for the Subsidized Employment Program designed to provide a wage supplement to employers who employ parents receiving TANF cash assistance, and allows clients with less marketable skills to gain work experience and enhance abilities with the goal of transitioning clients to non-subsidized employment.

In addition, the Agency has executed contracts with providers across the county for Non-Recurrent Short Term Benefits to address a specific crisis situation, with assistance limited to no more than four months. Also, in planning for final federal and state approval for counties to implement ARRA TANF ECF Basic Assistance, the Agency has established the framework for immediate distribution of basic assistance to CalWORKs clients.

Provider/Agency	ARRA TANF ECF Module		
	Basic Assistance	Non-Recurrent	Subsidized Employment
Career Closet			X
Catholic Charities			X
East Side Union High School District			X
Evergreen Valley College			X

Foothill/DeAnza Community College			X
Gavilan Community College			X
Immigrant Resettlement and Cultural Center			X
International Rescue Committee			X
Jewish Family Services			X
Metropolitan Adult Education Program			X
Mission Community College			X
Mt.View/Los Altos Adult Ed / North County			X
San Jose City College			X
Vietnamese Voluntary Foundation			X
West Valley Community College			X
Manpower Inc.			X
Outreach & Escort		X	
Community Services Agency of Mt. View/Los Altos	X	X	
Innvision-the Way Home	X	X	
Sacred Heart Community Services	X	X	
Second Harvest Food Bank	X	X	
St. Joseph's Family Center	X	X	
Sunnyvale Community Services	X	X	
The Salvation Army	X	X	
West Valley Community Services	X	X	

The Agency’s request to adopt a Resolution delegating authority to the Director of Social Services Agency to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to contracts with various providers for ARRA TANF ECF services for the period December 15, 2009 through September 30, 2010 will enable the Agency to augment and expand TANF ECF program services as necessary to meet the specific needs of “needy families.”

REASONS FOR RECOMMENDATION

The initial ARRA TANF ECF program parameters, authorized for the 24 month period October 1, 2008 through September 30, 2010, approved services to respond to the increased need for assistance and services for TANF/CalWORKs clients. In June 2009, the Board of Supervisors approved the Agency’s request to recognize revenue and associated expenditure appropriation in the amount of \$55,495,340 to implement ARRA TANF ECF program services within the Department of Employment & Benefit Services (DEBS). Also, the Board of Supervisors approved the addition of thirty seven (37) funded unclassified positions to develop policies, procedures and the mechanism to provide program services and benefits to clients served through the DEBS, and to enhance fiscal operations to distribute funds, identify and substantiate the 20% required match, and to ensure compliance with the stringent federal ARRA financial requirements. The ARRA TANF ECF program services approved for implementation within DEBS were Subsidized Employment, Non-Recurrent Short Term Benefits, and Basic Assistance.

However, in September 2009, the U.S. Department of Health and Human Services approved expansion of the Non-Recurrent Short Term Benefits module of ARRA TANF ECF to include families defined as “needy families” - - families with an income less than 200% of the federal poverty level, relative to their family size. The expansion of services to include “needy families” enables the Agency to provide services to eligible families currently served through

the Department of Family & Children's Services (DFCS) such as families in which a minor child is living with a parent or adult relative caregiver; pregnant women in their third trimester; and families in which a minor child is temporarily absent for a less than 12 months, due to child abuse and neglect, and the parent or parents of the child are engaged in family reunification services.

In order to expand operations to serve DFCS "needy families" and provide Non-Recurrent Short Term Benefits within the remaining ten (10) month ARRA TANF ECF funding period, the Agency is requesting approval to adopt a Resolution delegating authority to the Director of Social Services Agency, or designee, to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to contracts with various providers for ARRA TANF ECF services for the period December 15, 2009 through September 30, 2010, to enable the Agency to augment and expand TANF ECF program services as necessary to meet the specific needs of "needy families." The Agency will ensure budget appropriation in expenditure accounts remain balanced to the total approved funding of \$55,495,340.00.

In addition, the Agency is requesting approval to add six (6) funded unclassified positions to provide the staffing levels necessary to provide Non-Recurrent Short Term Benefits to expanded population of "needy families." Four (4) of the requested funded unclassified positions will be within the Department of Family & Children's Services (DFCS) - - two (2) Management Analyst (W1P) positions, one (1) Eligibility Worker I/II/II position, and one (1) Office Specialist III (V31) position. And two (2) funded unclassified positions within Financial Management Services (FMS) - - one (1) Accountant III/II (U79) position, and one (1) Accountant Assistant (U91) position.

The DFCS four (4) funded unclassified positions will immediately establish policies, procedures, and processes necessary to expedite service delivery, and determine eligibility for TANF ECF Non-Recurrent Short Term Benefits for all children and families. In addition, the requested DFCS positions will collaborate with social worker case managers and community partners to identify clients in crisis situations, determine and coordinate appropriation intervention for up to 3,000 parents, caregivers and children. DFCS positions will refer eligible clients to Emergency Assistance Network Providers, arrange rent subsidies or emergency shelter, intercede to prevent utility shut off, and perform other emergency intervention activities.

The FMS two (2) funded unclassified positions will be responsible for developing, implementing, and managing new financial and accounting policies and processes required for the expanded operations and services for "needy families," which are in addition to services currently offered through the Emergency Network Providers (EANs) and the Food Bank. In addition, the FMS positions will be responsible for expenditure claiming, revenue recovery, and financial auditing of additional providers to validate expenditures and the 20% county match requirement.

BACKGROUND

Federal funding through ARRA TANF ECF was authorized for the 24 month period October 1, 2008 through September 30, 2010 and provides \$5 billion nationwide, of which \$1.8 billion was allocated to California. Due to adequate ARRA TANF ECF funding, the State has advised counties will not receive specified "TANF ECF allocations," but will be able to draw down 80% of TANF ECF expenditures that exceed the FY 2007 base year expenditure levels, with a required 20% county match.

On May 28, 2009, the Agency submitted a request to the Children, Seniors & Families Committee (CSFC) to consider recommendations related to ARRA TANF ECF to forward a favorable recommendation to the Board of Supervisors to recognize ARRA TANF ECF revenue and associated appropriation of \$55,495,340 for the period October 1, 2008 through September 30, 2010, to add thirty-seven (37) funded unclassified positions for the period July 1, 2009 through September 30, 2010, and to delegate authority to the Director of Social Services Agency to negotiate, execute, amend, and terminate contracts with various providers relating to ARRA TANF ECF for the period July 1, 2009 through September 30, 2010. CSFC forwarded a favorable recommendation.

On June 9, 2009, the Board of Supervisors approved the Agency's request to recognize revenue and associated expenditure appropriation in the amount of \$55,495,340 for the period October 1, 2008 through September 30, 2010 to implement ARRA TANF ECF program services within the Department of Employment & Benefit Services (DEBS). Also, the Board of Supervisors approved the addition of thirty seven (37) funded unclassified positions to develop policies, procedures and mechanism to provide program services and benefits to clients served through the DEBS, and to enhance fiscal operations to distribute funds, identify and substantiate the 20% required match, and to ensure compliance with the stringent federal ARRA financial requirements.

Since June 2009, the Agency has completed planning and development of ARRA TANF ECF programs, services, and established the financial and payroll infrastructure necessary to support implementation of the Subsidized Employment Program and Non-Recurrent Short Term Benefits segments. The Subsidized Employment Program provides a wage supplement to employers who employ parents receiving TANF cash assistance, and allows clients with less marketable skills to gain work experience and enhance abilities with the goal of transitioning clients to non-subsidized employment. As of December 1, 2009, more than 620 clients have been placed with employers through the Subsidized Employment Program. On November 1, 2009, the Agency launched the Non-Recurrent Short Term Benefits segment, in partnership with the Emergency Assistance Network of providers across the county, to address specific crisis situations such as eviction prevention, rent subsidies, utility shut-off, and emergency food to stabilize families in facing extreme economic hardship.

In June 2009, the Agency's initial ARRA TANF ECF program concept was based on program services within the Department of Employment & Benefit Services (DEBS). However, in September 2009, the U.S. Department of Health and Human Services approved expansion of the Non-Recurrent Short Term Benefits module of ARRA TANF ECF to include families defined as "needy families" - - families with an income less than 200% of the federal poverty level, relative to their family size. The expansion of services to include "needy families" enables the Agency to provide services to eligible families currently served through the Department of Family & Children's Services (DFCS) such as families in which a minor child is living with a parent or adult relative caregiver; pregnant women in their third trimester; and families in which a minor child is temporarily absent for a less than 12 months, due to child abuse and neglect, and the parent or parents of the child are engaged in family reunification services.

The Agency is requesting additional staffing resources, within the current approved budget funding level, to effectively manage the \$55,495,340 in ARRA TANF ECF funding and provide program services to DEBS and DFCS clients, and ensure compliance to the stringent regulatory financial management and auditing requirements.

The Employee Services Agency supports the Recommended Action. The Services Employees International Union (SEIU), Local 521, and the County Employees Management Association (CEMA) have been notified.

CONSEQUENCES OF NEGATIVE ACTION

Negative action will result in delaying or preventing access to ARRA TANF ECF emergency assistance for needy families within the County of Santa Clara.

STEPS FOLLOWING APPROVAL

The Clerk of the Board's Office is requested to send Keyboard notification of completed processes to Jeanne Gonzales, Social Services Agency (SSA), and Financial Management Services (FMS). SSA will negotiate and execute contracts with various organizations and will forward a copy of each contract to the Clerk of the Board within thirty days of execution.

ATTACHMENTS

- Resolution
- NS-5 10 55 SSA Various Unclassified Positions
- Appropriation Modification #134 (SSA ARRA TANF ECF)

ORDINANCE NO. NS-5.10.55

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE NO. NS-5.10 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In SECTION 44 – SOCIAL SERVICES AGENCY – BU 501, the following shall be added:

- 1 U91 Accountant Assistant – U
- 1 U79 Accountant III - U
- OR U80 Accountant II - U
- 1 Z43 Eligibility Worker III - U
- OR Z45 Eligibility Worker II - U
- OR Z47 Eligibility Worker I – U
- 1 V31 Office Specialist III – U
- 2 W1P Management Analyst – U
- OR W1R Associate Management Analyst B - U

SECTION 2:

This Ordinance shall take effect January 12, 2010. This Ordinance shall be implemented on January 25, 2010. Section 1 of this ordinance shall expire on September 30, 2010 at 11:59 pm.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, this _____ by the following vote:

AYES: Supervisors,
 NOES: Supervisors,
 ABSENT: Supervisors,

 Ken Yeager, President
 BOARD OF SUPERVISORS

Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

Attest:

 Maria Marinos
 Clerk of the Board of Supervisors

(Forward original to The Controller-Treasurer Department)


Agency/Department Name: _____

Line #	Description	Fund	Superior Fd Cntr	Cost Center	G.L. Account	Project Definition/ Employee Class	Amount (in Dollars)	
							Revenue	Expenditure
1	Projects & Programs	0001	501	5257	5282200			(261,835.00)
2	Permanent Salaries	0001	501	4809	5101000	U79		50,450.00
3	Permanent Salaries	0001	501	4809	5101000	U91		35,045.00
4	Permanent Salaries	0001	501	4831	5101000	W1P		102,640.00
5	Permanent Salaries	0001	501	4831	5101000	V31		32,010.00
6	Permanent Salaries	0001	501	5406	5101000	Z43		41,690.00
7								
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9								
10								
11								
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14								
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16								
17								
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19								
20								
21								
22								
23								
24	Grand Total						0	0
25	Transfer from trust fund (Fund # _____)							
26	Transfer from fund balance (Fund # _____)							
27	Others - Describe:							
28								
29	Total forwarded from other pages (Page ____ to ____)							

TOTAL - 0.00

- Recognize new expenditure/revenue (ongoing)
- Recognize new expenditure/revenue (one-time)
- Re-appropriate prior year unspent expenditures (one-time)
- Others

Brief Description: In September 2009, the US Department of Health and Human Services approved expansion of the non-recurrent short term benefits module of ARRA TANF ECF to include Families defined as "needy families". The agency is requesting 6 funded unclassified positions to ensure the services to the expanded DFCS client . The cost for the remainder of FY '10 for the 6 codes is \$261,835, and cost for FY '11 from July 01, 2010 through September 30, 2010 is \$160,308, The cost is included in the agency's approved TANF ECF budget of \$55,495,340.

SAP Document numbers FM _____ Entered to SAP by: _____ Date entered : _____	Prepared By : Name (print): Beemay Fan Telephone: (408) 491-6779 Signed by CFO:  Clerk of the Board Approved by the Board of Supervisors Clerk of the Board By: _____ Date _____
Transmittal #134	

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