

**SUBMITTAL TO THE RIVERSIDE COUNTY
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

43 C



FROM: Department of Public Social Services on behalf of
In-Home Supportive Services Public Authority

SUBMITTAL DATE:
February 3, 2014

SUBJECT: To Approve the Revised FY 2013/14 Budget for the Public Authority [District-All] [\$0]

RECOMMENDED MOTION: That the IHSS Public Authority Board of Directors:

1. Approve the Revised FY 2013/14 Budget for the Public Authority (Attachment A); and
2. Authorize the Director of DPSS to submit the Revised FY 2013/14 Budget/Rate Package to the State for approval.

BACKGROUND:

Summary

The Riverside County In-Home Supportive Services (IHSS) Public Authority is a State mandated program resulting from the passage of AB 1682. As an enhancement program to IHSS, Public Authority responsibilities include: development and maintenance of the IHSS Provider Registry; interpretation of Criminal Offender Record Information from the Department of Justice; and delivery of training and education related with IHSS payments and processes. The PA also provides consumer perspective and policy development through the In-Home Supportive Services Advisory Committee.

Departmental Concurrence

Susan von Zabern

Susan von Zabern
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
SOURCE OF FUNDS: Federal Funding: 0%; State Funding: 0%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%					Budget Adjustment: No
					For Fiscal Year: 13/14

C.E.O. RECOMMENDATION:

APPROVE

BY:

County Executive Office Signature

Jennifer L. Sargent
Jennifer L. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: 4/9/13 (#7-1) (#3-21) District: All
1/7/14 (#3-23)

Agenda Number:

7-1

**SUBMITTAL TO THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY BOARD,
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FORM 11: To Approve the Revised FY 2013/14 Budget for the Public Authority [District-All] [\$0]

DATE: February 3, 2014

PAGE: Page 2 of 2

BACKGROUND:

Summary (continued)

In addition to handling Registry (referral), training, and background check services to providers who serve In-Home Supportive Services consumers, the Public Authority (PA) has also assumed responsibility for managing the In-Home Supportive Services (IHSS) Time Sheet Service Center (TSSC). Through a centralized telephone system, TSSC staff responds to an average of 600 calls per day, and more than 12,000 calls per month. TSSC resolves calls from both IHSS consumers and providers inquiring about payments and (non-urgent) program service assistance. The Time Sheet Service Center and associated staff will be relocated to the PA Facility. The current lease amendment to increase the square footage for the project was approved by the Board on January 7, 2014 (Agenda #3-23). The additional \$500,000 will cover the required building modifications necessary to accommodate the additional staff and functions.

The total proposed revised budget for FY 2013/14 is estimated to be \$3,208,926, which reflects an increase of \$500,000 (18%) from the initial FY 2013/14 budget, originally approved by the Board on 4/9/13 (Agenda #7-1).

With the Board's approval, this revised budget will be submitted to the California Department of Social Services (CDSS) for approval. CDSS will convert this budget into an hourly rate based on the number of service hours that will be rendered by individual providers to IHSS clients. We estimate that the hourly rate for administrative costs will be \$0.16 per hour of service provided, which is a \$0.03 increase from the original FY 2013/14 budgeted amount.

Impact on Residents and Businesses

The revised budget will allow the IHSS program to continue to provide much needed assistance to elderly and/or persons with disabilities needing care, allowing them to live independently in a healthy, safe environment.

SUPPLEMENTAL:

Additional Fiscal Information

The initial FY 2013/14 Public Authority budget was approved by the Board on 4/9/13 (Agenda #7-1). The Revised Budget contains an additional \$500,000 which the Board approved through the FY 2013/14 First Quarter Budget adjustment.

The IHSS program has a Maintenance of Effort (MOE) and there is no additional County Cost associated with this budget amendment/increase.

ATTACHMENTS:

Attachment A – Budget Summary

SvZ:clh

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 13/14
 Attachment A

Line No.	Item Description		On-Going		Total Budget	Total Services	Total Admin.	Portion of Rate
Provider Costs								
1	IP Wages @ 20,576,462 projected hours @ \$11.50 per hour		On-Going		236,629,316	236,629,316		11.50
2	IP Benefit @ \$.60 per hour		On-Going		12,345,877	12,345,877		0.60
3	IP Employer Tax @ 8%		On-Going		18,930,345	18,930,345		0.92
	Total Provider Costs				\$ 267,905,538	\$ 267,905,538		13.02
Administrative Salaries and Benefits								
Line No.	Item Description			FTE			Salaries	
	IHSS Pub Authority Exec Director		On-Going	1	104,091		\$ 104,091	
	Administrative Svcs Manager		On-Going	2	155,796		\$ 155,796	
	Sr. Community Program Specialist		On-Going	1	58,003		\$ 58,003	
	Sr. Administrative Analyst		On-Going	2	152,565		\$ 152,565	
	Community Program Specialist II		On-Going	5	271,366		\$ 271,366	
	Administrative Svcs Analyst II		On-Going	1	59,456		\$ 59,456	
	Social Services Assistant (Registry)		On-Going	4	124,675		\$ 124,675	
	Secretary II		On-Going	1	50,198		\$ 50,198	
	DPSS Office Support Supervisor I		On-Going	1	41,657		\$ 41,657	
	Office Assistant III		On-Going	6	174,414		\$ 174,414	
	Human Resources Clerk		On-Going	1	31,722		\$ 31,722	
	Sr. Human Resources Clerk		On-Going	1	35,284		\$ 35,284	
	Sub Total			26	1,259,226		\$ 1,259,226	
	Admin Benefit & Taxes				598,575		\$ 598,575	
4	Total Salaries, Benefits and Taxes				\$ 1,857,800		\$ 1,857,800	0.09
Operating Costs								
Line No.	Item Description			Cost Types				
5	Facility (Security & Wiring)	One Time		Direct	-		\$ -	0.0000
6	Facility (Space)		On-Going	Direct	48,573		\$ 48,573	0.0024
7	Workstation Costs	One Time		Direct	-		\$ -	0.0000
8	Temporary Help Services		On-Going	Direct	12,000		\$ 12,000	0.0006
9	1-800 Toll Free Services		On-Going	Direct	12,000		\$ 12,000	0.0006
10	Provider Background Checks		On-Going	Direct	-		\$ -	0.0000
11	Provider Medical Screenings	*	On-Going	Direct	7,500		\$ 7,500	0.0004
12	Provider Training Material		On-Going	Direct	30,000		\$ 30,000	0.0015
13	Consultant Fees		On-Going	Direct	-		\$ -	0.0000
14	Registry/Benefit Software Maintenance		On-Going	Direct	50,000		\$ 50,000	0.0024
15	Staff Training		On-Going	Direct	8,000		\$ 8,000	0.0004
16	Transportation		On-Going	Direct	3,500		\$ 3,500	0.0002
17	Transportation Maintenance		On-Going	Direct	1,500		\$ 1,500	0.0001
18	Communications-Cell Phone/Blackberry		On-Going	Direct	123,800		\$ 123,800	0.0060
19	Liability Insurance		On-Going	Generic	30,000		\$ 30,000	0.0015
20	Facility Improvements	One Time		Direct	-		\$ -	0.0000
21	Staff Travel		On-Going	Generic	22,172		\$ 22,172	0.0011
22	Memberships		On-Going	Generic	15,000		\$ 15,000	0.0007
23	Miscellaneous Expenses		On-Going	Generic	5,916		\$ 5,916	0.0003
24	Books/Publications/Subscriptions		On-Going	Generic	300		\$ 300	0.0000
25	Office Supplies		On-Going	Generic	10,387		\$ 10,387	0.0005
26	Office Supplies	One Time		Generic	-		\$ -	0.0000
27	Office Equipment	One Time		Direct	146,000		\$ 146,000	0.0071
28	Office Equipment		On-Going	Direct	5,144		\$ 5,144	0.0002
29	Facility Safety Supplies	One Time		Generic	-		\$ -	0.0000
30	Building Maintenance and Supplies	One Time		Direct	263,746		\$ 263,746	0.0128
31	Postage		On-Going	Generic	15,000		\$ 15,000	0.0007
32	Interpreting/Translating		On-Going	Generic	-		\$ -	0.0000
33	Rent-Lease/Moving Expense		On-Going	Direct	239,288		\$ 239,288	0.0116
34	Storage		On-Going	Generic	-		\$ -	0.0000
35	Provider Recruitment (Advertising)		On-Going	Generic	3,000		\$ 3,000	0.0001
36	PA Staff Recruitment (Advertising)		On-Going	Generic	-		\$ -	0.0000
37	Printing Providers/Consumers recruit. Matl		On-Going	Generic	3,000		\$ 3,000	0.0001
38	PA Printing Services		On-Going	Generic	7,000		\$ 7,000	0.0003
39	Legal Notices		On-Going	Generic	-		\$ -	0.0000
	Sub-Total				1,062,826		\$ 1,062,826	0.05

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 13/14
Attachment A

Line No.	Item Description		On-Going	Cost Types	Total Budget	Total Services	Total Admin.	Portion of Rate
	County Support Services							
40	County Counsel		On-Going	Direct	-		\$ -	-
41	DPSS IT	One Time		Direct	-		\$ -	-
42	DPSS IT		On-Going	Direct	-		\$ -	-
43	DPSS SDD		On-Going	Direct	-		\$ -	-
44	County Property Svcs Charge		On-Going	Generic	-		\$ -	-
45	County Liability Svcs Charge		On-Going	Generic	-		\$ -	-
46	County Workers' Comp. Charge		On-Going	Direct- Sal\Ben	3,007		\$ 3,007	0.00
47	County Delivery Services		On-Going	Generic	500		\$ 500	0.00
48	County Support Services (CowCap)		On-Going	Generic	-		\$ -	-
49	DPSS Operating Support (Fiscal, Acctg.)		On-Going	Direct	140,922		\$ 140,922	0.01
50	OASIS Financial Charges		On-Going	Direct	2,000		\$ 2,000	0.00
51	OASIS HRMS Charges		On-Going	Direct	6,500		\$ 6,500	0.00
52	County Annual Audit		On-Going	Direct	-		\$ -	-
53	County Personnel (HR)		On-Going	Direct	25,075		\$ 25,075	0.00
54	DPSS Contracting		On-Going	Direct	12,350		\$ 12,350	0.00
55	Indirect Cost Rate Charge		On-Going	Generic	86,746		\$ 86,746	0.00
56	Equipment-Other (Fixed Asset)	One Time		Direct	11,200		\$ 11,200	0.00
	Sub-total				288,300		\$ 288,300	0.01
	Total PA Administrative Budget				\$ 3,208,926		\$ 3,208,926	0.16
	Total PA Budget (Provider and Admin.Costs)				\$ 271,114,464			13.18
	Percentage to Total Budget				98.82%		\$ 0	
	Items included within the PA Admin Budget (No State Financial Participation)							
57	Provider Background Checks		On-Going	Direct	-		\$ -	0.0000
58	Provider Medical Screening		On-Going	Direct	7,500		\$ 7,500	0.0004
	Total Excluded Items				\$ 7,500		\$ 7,500	0.0004
	Total PA Budget (Provider and Admin.Costs) less excluded items				\$ 271,106,964			\$ 13.18

* Provider Background Checks and Medical Screening Testing will not receive a State Funding Share

*** Notes: PA Total Generic Overhead include all Generic Operating Costs, and Generic County Support Svcs charges such as County Property Svcs, Liability, Delivery Svcs, Support Svcs (CowCap) and County Delivery Services.

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 13/14
 Attachment A

Line No.	Line Item	Item Description	FY 13/14 Budget
1	IP Wages:	Represent 20,576,462 projected annual service hours at a wage of \$11.50 per hour	\$ 236,629,316
2	IP Health Benefits:	Represent 20,576,462 projected annual services hours at a benefit rate of \$.60 per hour	\$ 12,345,877
3	IP Employer Taxes:	Represent 8% of total cost of 20,576,462 annual service hours at \$11.50 per hour	\$ 18,930,345
4	Admin. Salaries and Benefits:	Based on salaries per DPSS-HR, COLA, step increases and benefit ratio	\$ 1,857,800
5	Facilities Improvements	537080 Facilities & Securities Wiring	\$ -
6	Facilities-Lease Costs: On-Going	537000 537000 537000 537080 Utilities Costs estimated at \$2,335.25 * 12 mos = \$28,023 520820 Janitorial Costs = \$800 525320 Security Guard Services = \$3,500	\$ - \$ - \$ - \$ 28,023 \$ 800 \$ 19,750
7	Workstation/Furniture:	523680 Office Furniture	\$ -
8	Temporaries Svcs:	525500 Salary/Benefit Reimbursement For TAP overhead) 525340 TAP agency temp services	\$ 12,000 \$ -
9	1-800 Line:	520320 Approx \$1000 per mo for 12 months includes NORSTAR, AT&T and SBC on-going costs (\$12,000) 520320 New Substitute Provider Phone Line \$0	\$ 12,000
10	Background Checks:	524580 Background checks - Suspended	\$ -
11	Provider Medical Screenings:	525100 Provider Medical Screenings Estimate for FY 13/14	\$ 7,500
12	Provider/Consumer Training Mat'l	527860 Provider/Consumer Training Matl. & CPR/FIRST AID	\$ 30,000
13	Consultant Fees:	525440 Professional services estimated \$0	\$ -
14	Registry Software Maint: On-Going	521640 Maint. & support expenses for the Registry Software (RTZ) \$50,000 per contract renewal 521640 Maint. & support expenses for the Health Benefit Packages Includes software updates est. @ \$5,000 (\$45,000+\$5,000 = \$50,000)	\$ 50,000
15	Staff Training:	528140 Conferences and Registration Fees (Hotels) 528140 Caregiver Training Conferences 528140 PA Training \$8,000 (Includes monthly CAPA Staff, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA)	\$ 8,000
16	Transportation:	528920 Est. Fixed charge of leasing - (3 Toyota Prius) = \$1,750 Est. Fuel Cost = \$1,750	\$ 3,500
17	Transportation Maintenance:	528920 Est. Maintenance costs for 4 cars = \$1,500 (\$1,750+\$1,750+\$1,500 = \$5,000)	\$ 1,500
18	Communication-Cell Phone:	520230 Cell Phone service (3 phones @ \$32.59 per month for 12 months =\$1,173.24 520230 Blackberry Svc (5 units @ \$56.12 for 12 months = \$3,367.20) Blackberry Svc (1 unit @ \$66.12 for 12 months = \$793.44) Aircards (2 @ \$38.01 per mo for 12 months = \$912.24) (\$1,173.24 + \$3,367.20 + \$793.44 + \$912.24 = \$6,246.12) 520200 Blackberry Equipment (\$500) 520250 Communications Equip / Installation- Upcoming New Phone System	\$ 6,300 \$ 500 \$ 117,000
19	Liability Insurance:	520930 CPEIA Liability Insurance costs= \$30,000 per contract renewal County Liability Svcs Charge = \$0 estimated	\$ 30,000
20	Facility Improvement: One time	522310 Facilities Improvements	\$ 263,746
21	Staff Travel	529000 Conference and retreat travel expenses \$9,000 (Budgets associated with 2 CAPA trainings, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA trainings and conferences) 529540 Utilities 529040 Private Mileage Reimbursement \$2,000 527880 Staff travel \$1,500	\$ 9,000 \$ 9,672 \$ 2,000 \$ 1,500

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 13/14
 Attachment A

			FY 13/14
Line No.	Line Item	Item Description	Budget
	One-Time		
42	DPSS IT: On Going	524760 System and Network Maintenance Charge	\$ -
43	DPSS SDD	536740 Staff Dev. Officer costs (.25 FTE)	\$ -
44	County Property Svcs:	520945 County Property Svcs Charge	\$ -
45	County Liability Svcs:	520930 County Liability Svcs Charge	\$ -
46	County Workers' Comp:	517000 County Workers' Comp. Charge (\$250.59*12 = \$3,007)	\$ 3,007
47	County Delivery Svcs.	520270 FY 12/13 Mail Delivery and Central mail Services \$166 per year (est. @ \$500 for two delivery sites)	\$ 500
48	County Support Svcs.	524740 County Support Services (CowCap)	\$ -
49	DPSS Operating Support	536740 DPSS IHSS Liason Services (IT, Contracts, Accounts Payables) estimate	\$ 140,922
50	OASIS Financial :	525310 OASIS HRMS (PA staff for 26 payperiods) (Estimated at \$541.70 * 12 months = \$6,500)	\$ 6,500
51	OASIS HRMS:	525300 OASIS Financial System (Est. at \$166.7 per mo. * 12 = \$2,000)	\$ 2,000
52	County Annual Audit:	525440 County Annual Audit	\$ -
53	County Personnel:	537090 Co. HR Charges est. at (\$846.15 per person *26 PA staff = \$22,000)	\$ 22,000
		536760 Audit & Acctg (\$118.25 * 26 PPs = \$3,074.50)	\$ 3,075
54	DPSS Contracting:	536740 DPSS Contracting charges Supply svcs est. @ \$1,029.17*12 = \$12,350	\$ 12,350
55	Indirect Cost Rate:	536740 DPSS Indirect Cost Rate charges est. at \$86,746	\$ 86,746
56	Equipment-Other (Fixed Asset)	546160 Equipment-Other (Fixed Asset)	\$ 11,200
Total PA Budget (Operating Costs)			\$ 1,351,126
Total FY 12/13 PA Budget			\$ 1,857,800
			\$ 3,208,926

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FUNDING SUMMARY
 FY 13/14
 Attachment A

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Provider Costs	\$ 267,905,538					
IHSS-Services PCSP	\$ 262,547,427	98.00%	262,547,427	2.00%	5,358,111	
IHSS-Services Non PCSP	\$ 5,358,111					
IHSS Services-Federal Share		50.00%	131,273,714	0%	-	131,273,714
IHSS Services-State Share		34.16%	89,677,389	84%	4,509,206	94,186,595
IHSS Services-County Share (MOE)		15.84%	41,596,324	16%	848,905	42,445,229
Total Providers Costs	\$ 267,905,538	100%	262,547,427	100%	5,358,111	\$ 267,905,538
Total Public Authority Admin. Costs (exclude IP Background Checks & Medical Screening Costs)	\$ 1,517,142					
Public Authority Administration-PCSP	\$ 1,486,799	98.00%	\$ 1,486,799	2.00%	\$ 30,343	
Public Authority Administration-Non PCSP	\$ 30,343					
Public Authority Administration-Federal Share		50.00%	743,400	0%	-	743,400
Public Authority Administration-State Share		32.50%	483,210	65%	19,723	502,933
Public Authority Administration-County Share shifted to State		17.50%	260,190	35%	10,620	270,810
Total Public Authority Admin. Budget (exclude BC & MS)	\$ 1,517,142	100%	\$ 1,486,799	100%	\$ 30,343	\$ 1,517,142
Total IP Background Checks & Medical Screening Costs	\$ 7,500					
Public Authority Administration-PCSP	\$ 7,350	98.00%	\$ 7,350	2.00%	\$ 150	
Public Authority Administration-Non PCSP	\$ 150					
Public Authority Administration-Federal Share		50.00%	3,675	-	-	3,675
Public Authority Administration-State Share		0.00%	-	-	-	-
Public Authority Administration-County Share shifted to State		50.00%	3,675	100%	150	3,825
Total IP Background Checks & Medical Screening Costs	\$ 7,500	100%	\$ 7,350	100%	\$ 150	\$ 7,500
Sub-Total Including Admin. Budget, IP BC & MS	\$ 1,524,642					
Public Authority Administration-PCSP	\$ 1,494,149	98%				
Public Authority Administration-Non PCSP	\$ 30,493			2%		
Public Authority Administration-Federal Share		50.00%	747,075	0%	-	747,075
Public Authority Administration-State Share		32.50%	483,210	65%	19,723	502,933
Public Authority Administration-County Share shifted to State		17.50%	263,865	35%	10,770	274,635
Sub-Total (Based on \$274,588 County MOE)	\$ 1,524,642	100%	\$ 1,494,149	100%	\$ 30,493	\$ 1,524,642

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Public Authority Overmatch	\$ 1,684,284					
Public Authority Administration-PCSP	\$ 1,650,598	98.00%	\$ 1,650,598			
Public Authority Administration-Non PCSP	\$ 33,686			2.00%	\$ 33,686	
Public Authority Administration-Federal Share- overmatch						
Public Authority Administration-State Share -overmatch						
Public Authority Administration-County Share - Overmatch Shifted to State						
Total Public Authority Admin. Budget (exclude BC & MS)- overmatch	\$ 1,684,284	100%	\$ 1,650,598	100%	\$ 33,686	\$ 1,684,284
Composite Ratios						
Public Authority Administration-Federal Share		49.00%	1,555,868		16,506	1,572,374
Public Authority Administration-State Share		42.44%	1,325,015		36,903	1,361,917
Public Authority Administration-County Share Shifted to State		8.56%	263,865		10,770	274,635
Total Public Authority Admin. Budget	\$ 3,208,926	100%	\$ 3,144,747		\$ 64,179	\$ 3,208,926
Composite Ratios						
Public Authority Administration-Federal Share		49.00%	132,829,581		16,506	132,846,087
Public Authority Administration-State Share		35.34%	91,266,269		4,556,879	95,823,148
Public Authority Administration-County Share		15.66%	41,596,324		848,905	42,445,229
Grand Total Providers & Public Authority Admin. Budget	\$ 271,114,464	100%	\$ 265,692,175		\$ 5,422,289	\$ 271,114,464

FY 1314 PA Total Budget \$ 3,208,926

Funding Source	Ratio	PA Budget within County MOE	Overmatch	Sub-Total
Fed	49.0%	\$ 747,075	\$ 825,299	\$ 1,572,374
State	33.0%	\$ 502,933	\$ 858,985	\$ 1,361,917
County share shifted to State	18.0%	\$ 274,535	\$ -	\$ 274,635
Total	100.0%	\$ 1,524,542	\$ 1,684,284	\$ 3,208,926

Note(s):
The FY 1314 PA Admin county share of \$274,588 is included in the overall IHSS MOE amount of \$42,445,229.
The FY 1314 PA Budget of \$3,164,842 does not include the contracted IHSS/PA MOU amount of \$162,350.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY LINE ITEM BUDGET
FY 13/14

Class Codes	Classification	Range	# Req'd	Ext. Annual Salary	Ext. Annual Benefit	Total Ext. Sal. & Benefit
79884	Ronald Stewart IHSS Pub Authority Exec Director (Stewart)	MCO/574	1	\$104,091	\$38,522	\$142,613
74191	Robert Hughes Administrative Svcs Manager (Hughes)	MCO/436	1	\$84,016	\$33,221	\$117,237
74191	Vacant Employee Administrative Svcs Manager (Vacant)	MCO/436	1	\$71,780	\$29,951	\$101,731
74158	Felix Minjarez Sr. Community Prog. Specialist (Minjarez)	SEU/415	1	\$58,003	\$26,630	\$84,633
74152	Rose Valdes Community Program Specialist II (Valdes)	SEU/379	1	\$56,339	\$21,919	\$78,259
74152	Roger Swalm Community Program Specialist II (Swalm)	SEU/379	1	\$56,339	\$21,919	\$78,259
74152	Martha Williams-Garcia Community Program Specialist II (Garcia, M)	SEU/379	1	\$56,130	\$25,645	\$81,776
74152	Hector Miranda Community Program Specialist II (Miranda)	SEU/379	1	\$56,130	\$25,645	\$81,776
74152	Erika Martinez Community Program Specialist II (Martinez)	SEU/379	1	\$46,427	\$23,145	\$69,572
74127	Leti Fierro-Garcia Sr. Administrative Analyst (Fierro-Garcia)	UNC/427	1	\$66,615	\$27,489	\$94,104
74127	Jennifer DeLaOssa-Ramirez Sr. Administrative Analyst (DeLaOssa-Ramirez)	UNC/427	1	\$85,750	\$33,679	\$119,429
74106	Barbara Simpson-Lara Administrative Svcs Analyst II (Simpson-Lara)	SEU/379	1	\$59,456	\$24,850	\$84,306
57726	Alma Esquivel Social Services Assistant (Esquivel)	SEU/112	1	\$33,498	\$19,279	\$52,777
57726	Elia Chavez Social Services Assistant (Chavez)	SEU/112	1	\$33,763	\$19,839	\$53,602
57726	Cynthia Umulita Social Services Assistant (Umulita)	SEU/112	1	\$29,148	\$17,819	\$46,967
57726	Roxana Duarte Social Services Assistant (Duarte)	SEU/112	1	\$29,267	\$18,124	\$47,391
13924	Dwight Benner Secretary II (Benner)	UPE/421	1	\$50,198	\$24,770	\$74,968
13866	Vacant Employee Office Assistant III (vacant)	UPE/249	1	\$26,203	\$16,730	\$42,933
13866	Sandra Ochoa Office Assistant III (Ochoa)	UPE/249	1	\$38,095	\$21,670	\$59,765
13866	Syling Lee Office Assistant III (Lee)	UPE/249	1	\$28,576	\$17,725	\$46,301
13866	Barbara Walker Office Assistant III (Walker)	UPE/249	1	\$27,067	\$16,984	\$44,051
13866	Clarissa Valencia Office Assistant III (Valencia)	UPE/249	1	\$28,532	\$19,580	\$48,112
13439	Thina Marquez Office Assistant III (Marquez)	UPE/249	1	\$25,941	\$17,630	\$43,571
13416	Samantha Tracey Human Resources Clerk (Tracey)	UPE/269	1	\$31,722	\$18,354	\$50,076
13131	Elizabeth Dyches DPSS Office Support Supervisor I (Dyches)	SEU/203	1	\$41,657	\$17,837	\$59,494
13131	Beina Lopez Sr. HR Clerk (Lopez)	UPE/631	1	\$35,284	\$19,615	\$54,899
	Total		26	\$1,269,225.65	\$598,574.61	\$1,867,800

*Salaries Package Expense used in actual budget

** Step Increase est. at

***COLA est. at

****FY13/14 AUB Variables-Hours in Work Year

66.37%
2.71%
0.00%
2080

Notes:

Classification

IHSS Pub Authority Exec Director (Stewart)

Administrative Svcs Manager (Hughes)

Administrative Svcs Manager (Vacant)

Community Program Specialist II (Valdes)

Community Program Specialist II (Martinez)

Sr. Administrative Analyst (DeLaOssa-Ramirez)

Administrative Svcs Analyst II (Simpson-Lara)

Social Services Assistant (Duarte)

DPSS Office Support Supervisor I (Dyches)

Office Assistant III (vacant)

Sr. HR Clerk (Lopez)

Human Resources Clerk (Tracey)

Services

Manage PA, Report to BOS, Liaison with DPSS etc.

Supervises Community Program Specialists, Registry Staff (SSA's),

Office Management, and oversees the operation of the Registry.

Develops and implements all of the Public Authority policies and

procedures as well as the PA newsletter.

Develops training curriculum, trains home care workers and consumers.

Matches home care workers with consumers.

Analyzes health care benefits and eligibility for home care workers, assists

in staffing recommendations and coordination of facility needs and planning.

Recruits home care workers for the Registry, does data entry and oversees

the Registry application process.

Assistant to IHSS PA Exec Director

Supervises Clerical, etc.

Provides Support the Registry, PA activities, and IHSS Advisory Committee

Assists with analyzing health care benefits and eligibility for home care workers, assists in

staffing recommendations and coordination of facility needs and planning.

Human Resources Clerk (Tracey)

Human Resources Clerk (Tracey)

Salary Source: AUB-1 Worksheet for Projected Salaries & Benefits (Annual Salary Column)

Prepared By: Alexandra Perez

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET - WORKSTATION PROJECTIONS
 FY 13/14
 Attachment A

Standard New Position Requests: Equipment Costs Per Each Position Type

Positions	Start Up Costs												Total
	520200	520230	520230	520230	520230	520230	520230	520230	520230	520230	520230	523680	
Position Title	QTY	300.00	391.08	50.00	5,000.00	673.44	912.24	1,000.00	2,500.00	8,500.00	523700	523680	
Positions	QTY	300.00	391.08	50.00	5,000.00	673.44	912.24	1,000.00	2,500.00	8,500.00	523700	523680	
IHSS Pub Authority Exec Director	1	-	-	-	-	-	-	-	-	-	-	-	
Administrative Svcs Manager	2	300.00	50.00	3,500.00	1	66.12	912.24	1,000.00	2,500.00	8,328.36	-	-	
Sr. Community Program Specialist	1	-	-	-	-	-	-	-	-	-	-	-	
Sr. Administrative Analyst	2	-	-	-	-	-	-	-	-	-	-	-	
Community Program Specialist II	5	-	-	-	-	-	-	-	-	-	-	-	
Administrative Services Analyst II	1	-	-	-	-	-	-	-	-	-	-	-	
Social Services Assistant (Registry)	4	-	-	-	-	-	-	-	-	-	-	-	
Secretary II	1	-	-	-	-	-	-	-	-	-	-	-	
DPSS Office Support Supervisor I	1	-	-	-	-	-	-	-	-	-	-	-	
Human Resources Clerk	1	-	-	-	-	-	-	-	-	-	-	-	
Sr. Human Resources Clerk	1	-	-	-	-	-	-	-	-	-	-	-	
Office Assistant III	6	-	-	-	-	-	-	-	-	-	-	-	
Position Total	26	300.00	50.00	50.00	3,500.00	66.12	912.24	1,000.00	2,500.00	8,500.00	1,000.00	2,500.00	

NOTES:

*Line 18: Communication/Cell phones
 *Line 27: Office Equip (one time)

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 13/14
 Attachment A

Office Equipments, Furniture, and Supplies Purchase

Item	Purchase	Volume	Costs	Notes	Account #
Computer Equipments (One Time) (Non-Fixed Asset)					
Cameras	0	300	-		523640
Thumb Drives (Memory Sticks)	0	75	-		523640
MultiMedia Projector	0	4,500	-		523640
Scanner	0	1,000	-		523640
Desk Jet Printer	0	1,000	-		523640
Projector	1	1	2,000		523640
New Technology Improvement (software)	1	1	45,000		523640
Sub Total			\$ 47,000		
Postage Equipments (One Time)					
Postage Machine	1	2,000	-		523680
Postage Meter Lease	0	900	-		523680
Slug	1	500	-		523680
Furniture	1	1	96,000		523680
Sub Total			\$ 96,000		
Office Equipment (One Time) (Fixed Asset)					
Copier			\$ -	*Depreciation \$\$	532660
Office Equipment (One Time) (Non-Fixed Asset)					
Fax Machine (4 in 1 Printer/Fax)	0	1,500	\$ -		523640
Fax Machine (Fax Machines)	0	1,000	\$ -		523640
Phone Dialer System	0	1,410	\$ -		523640
			\$ -		
General Office Supplies (One Time)					
Clocks	2	50	100		523700
Foot Rest		60	-		523700
Telephone Headset	0	75	-		523700
Signage	0	20	-		523700
Decorating Supplies		100	-		523700
Cork Board		99	-		523700
Fire Extinguishers		50	-		523700
First aid kits	0	50	-		523700
Floor Mats		120	-		523700
Lobby Seats		150	-		523700
Microwave		300	-		523700
Recycle Bin		100	-		523700
Waste Receptacles (general)		70	-		523700
Waste Baskets		5	-		523700
			\$ 100		
Conference Table	0	500	\$ -		0 523700
Conference Table	0	1,500	\$ -		0 523700
Book Case	0	325	\$ -		523700
Coffee Maker		350	\$ -		523700
Digital Tape Recorder		250	\$ -		523700
Easel		313	\$ -		523700
File Cabinet		1,500	\$ -		523700
Guest Chair		425	\$ -		523700
Hand truck		500	\$ -		523700
Refrigerator		1,000	\$ -		523700
Dish Washer		780	\$ -	**	523700
Safe		3,500	\$ -		523700
Stack Chairs		230	\$ -		523700
Storage cabinet w/lock	8	50	\$ 400		523700
Translation Equipment		400	\$ -		523700
Vertical Racks (for IT)		500	\$ -		523700
Bulletin Boards Enclosed	1	300	\$ 300		523700
Racks (for IT)		2,000	\$ -		523700
2 Horizontal Patch Panel		75	\$ -		523700
Shelving for Comm Room (IT)		700	\$ -		523700
TV		275	\$ -		523700
VCR		275	\$ -		523700
White Board	2	300	\$ 600		523700
Evacuation Plans	3250	0	\$ 488		
Sub Total			\$ 1,788		

Total Office Supplies	\$ 1,888
Total Office Equipments	\$ 143,000
Grand Total	\$ 144,888

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**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IT COST PROJECTIONS FOR IHSS-PUBLIC AUTHORITY PROJECT - 26 STAFF**

FY 13/14
Attachment A

<u>Equipment-Computer (Non-Fixed Asset)</u>	Qty.	Unit Costs	Account #	Extended Total
Desk/Laptop	0	\$ -	523640	\$ -
Fax Machine	0	\$ -	523640	\$ -
4 in 1 Printer	0	\$ -	523640	\$ -
Projector	1	\$ 2,000	523640	\$ 2,000
New Technology Improvement (software)	1	\$ 45,000	523640	\$ 45,000
Sub Total				\$ 47,000

<u>Equipment-Computer (Fixed Asset)</u>				
File Server - To replace building file server	0	\$ -	532640	\$ -
Firewall Server - To replace building firewall server	0	\$ -	532640	\$ -

<u>Equipment-Computer & Software (Fixed Asset)</u>				
Tarantella Software - HomeCare Access via Web (Research Pending)	0	\$ -	546080	\$ -
Equipment-Other Copiers & Network Printer			546160	\$ 11,200

<u>Communication Equipment/Installation</u>				
Voice/Data Cabling (RCIT Estimate)	1	42,000	520250	\$ 42,000
Communication/Installation-New Telephone System	1	75,000	520250	\$ 75,000

Sub Total				117,000
Total:				\$ 117,000

On Going Maintenance Charges:

<u>Maintenance Equipment</u>				
Building T-1 Circuit/Patch Cables	0	\$ -	521360	\$ 144

<u>Data Processing</u>				
CORNET FEE - STANDARD EST. (RCIT)	0	\$ -	524760	\$ -
Email Service Fees	0	\$ -	524760	\$ -
Sub-Total On-Going Maintenance Charges:				\$ 144

Total One-Time and On-Going Charges:				\$ 175,344
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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 13/14
 Depreciation Schedule

Description	Total	FY	Principal Bal	Interest	Total Payments
PA Building Moreno Valley					Account # 537080
					N/A
Final Payments					

Amortization Schedule	Total	FY	Principal Bal	Interest	Total Payments
					Account # 532660
					N/A
Final Payments					
Security System					ACCT# 522310
					N/A
Final Payments					

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 13/14
 Attachment A

<u>Office Supplies (On Going)</u>	Purchase	Unit \$	Costs	Account #
Network Laser Printers (Toner)	21	40	843	523700
All-In-One Printers (Toner)	21	60	1260	523700
Desk Jet Printers (Toner)	21	48	1008	523700
Copier Supplies	21	49	1029	523700
Papers	42	30	1260	523700
Black Ink Cartridges	50	50	2500	523700
Color Ink Cartridges	10	60	600	523700
Total			\$ 8,500	

<u>Facility Safety Supplies-One Time</u>	Purchase	Unit \$	Costs	Account #
Earthquake Mat. Back to Back Partition Straps	0	0	-	523700
Earthquake Materials No tip Partition Straps	0	0	-	523700
Earthquake Materials Semi Flex Brackets	0	0	-	523700
Evacuation Plan Security Frame	0	0	-	523700
Security Hardware for the frames	0	0	-	523700
Key Box for Regional Manager	0	0	-	523700
Evacuation Plans (.15 per Sqf)	3250	0.15	488	523700
Grip A Strip 96"	0	0	-	523700
Additional Facilities Safety Supplies	0	0	-	523700
Total Facility Supplies (One Time)			\$ 488	

<u>Office Equipment (On Going)</u>	Purchase	Unit \$	Costs	Account #
Office Equipment	0	0	96,000	523680
Furniture				
Computer Equipment	0	0	-	523680
(Jazz drives, cd burners reference material)				
Software	0	250	-	523680
(Software needs other than Microsoft)				
Total			\$ 96,000	

<u>Building Maintenance and Supplies</u>	Purchase	Unit \$	Costs	Account #
Additional Fan	0	0	-	522310
Relocate light switches (Lobby to work area)	0	0	-	522310
Bathroom full-length mirrors	0	0	-	522310
Automatic Paper towel dispenser	0	0	-	522310
Automatic toilets	0	0	-	522310
Automatic soap dispensers	0	0	-	522310
Automatic Door Slider	0	0	-	522310
Enlarge kitchen sink/move garbage disposal	0	0	-	522310
Water fountain in lobby	0	0	-	522310
Relocation of Car Cage	0	0	-	522310
Tenant Improvements	3200	60	252,746	522310
Miscellaneous maintenance	1	1	11,000	522310
Total			\$ 263,746	

Prepared By: Alexandra Perez

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RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 13/14

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts	
Salaries and Benefits:									
1	1-1103	PAARC	22800	985101	510040		Regular Salaries	1,259,226	
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	598,575	
								1,857,800	
Workers Comp Ins.									
3	1-1801	PAARC	22800	985101	517000		Workers Comp Insurance	3,007	
								Sub-Total	1,860,807
Appropriation 2									
4	2-2070	PAARC	22800	985101	520200		Communications	500	
5	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	6,300	
6	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	117,000	
7	2-2076	PAARC	22800	985101	520270		County Delivery Service	500	
8	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes Ericsson & AT&T)	12,000	
9	2-2154	PAARC	22800	985101	520820		Janitorial Services	800	
10	2-2197	PAARC	22800	985101	520930		Insurance - Liability	30,000	
11	2-2201	PAARC	22800	985101	520945		Insurance - Property	-	
12	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	144	
13	2-2265	PAARC	22800	985101	521380		Maint - Copier Machines	5,000	
14	2-2275	PAARC	22800	985101	521500		Maint - Motor Vehicles	-	
15	2-2284	PAARC	22800	985101	521640		Maint. Software License (Regis./Benefit/Others)	50,000	
16	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	263,746	
17	2-2391	PAARC	22800	985101	523100		Memberships	15,000	
18		PAARC	22800	985101	523230		Misc. Exp-	5,916	
19	2-2432	PAARC	22800	985101	523300		Moving Expense	1,300	
20	2-2462	PAARC	22800	985101	523620		Books and Publications	-	
21	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	47,000	
22	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	98,500	
23	2-2466	PAARC	22800	985101	523700		Office Supplies	10,388	
24	2-2469	PAARC	22800	985101	523760		Postage/Mailing	15,000	
25	2-2471	PAARC	22800	985101	523800		Printing/Binding	10,000	
26	2-2472	PAARC	22800	985101	523820		Subscriptions	300	
27	2-2473	PAARC	22800	985101	523840		Software Programs <\$5,000	500	
28	2-2520	PAARC	22800	985101	524580		Provider Background-Reference Service	-	
29	2-2513	PAARC	22800	985101	524700		County Counsel	-	
30	2-2515	PAARC	22800	985101	524740		County Support Services (CowCap)	-	
31		PAARC	22800	985101	524760		Data Processing Svcs-IT	-	
32	2-2530	PAARC	22800	985101	525100		Provider Medical Screenings	7,500	
33	2-2535	PAARC	22800	985101	525140		County Personnel Services	-	
34	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	2,000	
35		PAARC	22800	985101	525310		OASIS/HRMS Payroll Charge	6,500	
36	2-2545	PAARC	22800	985101	525320		Security Guard Services	19,750	
37	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-	
38	2-2541	PAARC	22800	985101	525440		Professional Services - Other	-	
39	2-2555	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	12,000	
40	2-2652	PAARC	22800	985101	526410		Legally Required Notices	-	
41	2-2802	PAARC	22800	985101	526420		Advertising (providers & Staff Recruitment)	3,000	
42	2-2683	PAARC	22800	985101	526520		Rent-Lease Copiers	-	
43	2-2721	PAARC	22800	985101	526700		Buildings - Rent / Lease	237,988	
44	2-2723	PAARC	22800	985101	526720		Rent / Lease-Storage	-	
45	2-2845	PAARC	22800	985101	527860		Training - Materials	30,000	
46	2-2846	PAARC	22800	985101	527880		Training - Other (Staff Training)	1,500	
47	2-2904	PAARC	22800	985101	528140		Conference and Registration Fees (Hotels)	8,000	
48	2-2903	PAARC	22800	985101	528920		Car Pool Expense (4 Toyota Prius)	5,000	
49	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense (Meals)	9,000	
50	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	2,000	
51	2-2957	PAARC	22800	985101	529540		Utilities	9,672	
Appropriation 2								Sub-Total	1,043,804

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 13/14

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts
52		PAARC	22800	985101	532640		Capital Lease-Facility (Copiers)	-
53		PAARC	22800	985101	532660		Capital Lease-Other (IT)	-
56	3-3802	PAARC	22800	985101	536740		Interfnd Exp-Admin supt direct	240,018
56		PAARC	22800	985101	536760		Interfnd Exp-Audit & Acctg	3,075
54		PAARC	22800	985101	537000		Interfnd Exp-Leases	-
55		PAARC	22800	985101	537080		Interfnd Exp-Misellaneous	28,023
57		PAARC	22800	985101	537090		Interfnd Exp-Personnel Svcs	22,000
Appropriation 3							Sub-Total	293,115
58	4-4209	PAARC	22800	985101	546080		Equipment - Computer & Software	
59	4-4225	PAARC	22800	985101	546160		Equipment - Other (Fixed Asset)	11,200
Appropriation 4							Sub-Total	11,200
Totals for Appropriation 2, 3, & 4							Sub-Total	1,348,119
Total Appropriation 1 through 4							Grand Total	\$ 3,208,926

Note: Interfnd Exp-Admin. Supt. Direct - consist of DPSS IHSS-Admin., DPSS Fiscal, DPSS Contracting, DPSS SDD, and ICR (County Support Service Charges)

Prepared By: Alexandra Perez

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Attachment C

Description	FY 12/13												Year End				
	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3		Apr	May	Jun	Qtr 4
Expenditures:																	
-Salaries and Benefits	154,817	154,817	154,817	464,450	154,817	154,817	154,817	464,450	154,817	154,817	154,817	464,450	154,817	154,817	154,817	464,450	1,657,800
-Operating Costs	86,984	86,984	86,984	260,951	86,984	86,984	86,984	260,951	86,984	86,984	86,984	260,951	86,984	86,984	86,984	260,951	1,043,804
-County Support Services	25,610	25,610	25,610	76,831	25,610	25,610	25,610	76,831	25,610	25,610	25,610	76,831	25,610	25,610	25,610	76,831	307,322
Total Cash Out	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	3,208,926
Federal/State																	
County NCC Share (Special Revenue Fund)			802,232	802,232			802,232	802,232			802,232	802,232			802,232	802,232	3,208,926
Total Cash In			802,232	802,232			802,232	802,232			802,232	802,232			802,232	802,232	3,208,926
Operating Capital Requirement	267,411	534,821			267,411	534,821			267,411	534,821			267,411	534,821			3,208,926
Total Expenditures	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	3,208,926
Net Funds Needed In	267,411	267,411	267,411	802,232	267,411	267,411	802,232	802,232	267,411	267,411	267,411	802,232	267,411	267,411	267,411	802,232	3,208,926
Reimbursement from Federal/State																	
Fund Balance	267,411	534,821			267,411	534,821			267,411	534,821			267,411	534,821			3,208,926

Public Authority Special Revenue Fund Cash Statement

Increase Estimated Revenue	BU	Fund	Dept ID	Account	Description	Projected \$\$
	PAARC	22800	885101	760000	Fed-Public Assistance Admin Revenue	1,572,374
	PAARC	22800	885101	750300	CA-Public Assistance Admin Revenue	1,636,552
	PAARC	22800	885101	780600	Contributions from Other Funds	-
Total						3,208,926
Total Estimated Revenue						3,208,926

Decrease in Fund Balance	BU	Fund	Dept ID	Account	Description	Projected \$\$
	RIVCO	22800	885101	325100	Unreserved Fund Balance	-
Total Decrease in Fund Balance						-

Total Projection for Public Authority	Projected \$\$
	3,208,926

- Notes:
1. Claims are submitted on a quarterly basis.
 2. There is an estimated 2 months delay in reimbursement from the State.

**IN-HOME SUPPORTIVE SERVICES PROGRAM
PUBLIC AUTHORITY/NONPROFIT
CONSORTIUM RATE**

To: Adult Programs Branch
California Department of Social Services
744 P Street, MS 9-7-92
Sacramento, CA 95814

COUNTY:	Riverside County
CONTACT:	Jewel Lee, Executive Director
PA NAME:	Riverside County IHSS Public Authority
PHONE:	(951) 321-6164
ADDRESS:	12125 Day Street Moreno Valley, CA 92557

Please address questions regarding this form to the Fiscal and Administrative Unit, Adult Programs Branch at (916) 229-4582.

Please complete the budget narrative below. The total Public Authority (PA) and Nonprofit Consortium (NPC) rate should include a rate for services (wage and benefits) and a rate for administrative costs. The total rate for wages and benefits should be broken down to include an hourly wage, payroll taxes, and benefits.

- The state and federal governments will not participate in a PA or NPC rate in excess of 200% of minimum wage.
- The state will not participate in an hourly wage in excess of minimum wage unless otherwise provided for in the Annual Budget Act or appropriated by statute.
- The state will not participate in increases to wages or employment taxes, or increases or expansions of benefits negotiated or agreed to by a PA or NPC unless provided for in the Annual Budget Act or appropriated by statute.
- No increase in wages or benefits negotiated or agreed to by a PA or NPC shall take effect until it has been approved by the state or unless provided for in the Annual Budget Act or appropriated by statute.

BUDGET NARRATIVE

PA/NPC Hourly Rate:	1	\$13.18
PA/NPC Hourly Administrative Cost:	2	\$ 0.16
Hourly Services Cost: Total	3	\$13.02
Hourly Wage:	4	\$11.50
Benefits:	5	\$ 0.60
Payroll Taxes (FUTA, SUI, FICA)	6	\$ 0.92

Comments (Optional): _____

Riverside County: IHSS PA Rate Worksheet

Projected yearly hours

20,576,462

#	ITEM	BUDGET	SERVICES	ADMIN	Portion of RATE
Provider Costs					
1	IP Wages = proj yearly hours @ \$11.50 per hr	236,629,316	\$ 236,629,316		11.50
2	IP Employer Taxes @ 8%	18,930,345	\$ 18,930,345		0.92
3	Health Benefits	12,345,877	\$ 12,345,877		0.60
		\$ -			0.00
	Total Provider Costs	\$ 267,905,538	\$ 267,905,538		13.02
Public Authority Administrative costs					
	Salaries & Benefits	\$ 1,860,808		\$ 1,860,808	0.0904
	Overhead Expenses	\$ 1,348,119		\$ 1,348,119	0.0655
	Total Public Authority Administrative costs	\$ 3,208,926		\$ 3,208,926	0.16
	TOTAL	\$ -	\$ -		\$ 13.18
Total hourly rate: The hourly rate is computed by adding total services costs and total administrative costs and dividing by the number of IHSS hours.					
		Services Cost	Adm Costs	Total Hours	Total PA Hourly Rate
	PA Rate	\$ 267,905,538	+ \$ 3,208,926.00	/ \$ 20,576,462	= \$ 13.18
	Services Rate = Services Cost Divided by Total Hours	\$ 267,905,538	\$ -	/ \$ 20,576,462	= \$ 13.02
	Admin Rate = Admin Cost Divided by Total Hours		\$ 3,208,926.00	/ \$ 20,576,462	= \$ 0.16