

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

303



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

SUBMITTAL DATE:
April 5, 2016

SUBJECT: Approve the FY 2016/2017 Budget for the Public Authority [Districts – All]; [\$0]

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

1. Approve the FY 2016/2017 requested Budget for the Public Authority (Attachment A); and
2. Authorize the Director of DPSS to submit the Budget/Rate Package to the State for approval.

BACKGROUND:

Summary

The Riverside County In-Home Supportive Services (IHSS) Public Authority (PA) is a state-mandated program resulting from the passage of AB1682. As an enhancement to IHSS direct service delivery, Public Authority responsibilities include: development and maintenance of the IHSS Provider Registry, completion of screening, training, and matching of quality providers with IHSS consumers; interpretation of Criminal Offender Record Information from the Department of Justice; and delivery of training and education related to IHSS payments and processes. The PA also provides consumer perspective and policy development through the In-Home Supportive Services Advisory Committee.

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	\$ 9,042,651	\$	\$ 9,042,651	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: Federal Funding: 49.0% State Funding: 51.0%; County Funding: 0%; Realignment Funding: 0%; Other Funding: 0%				Budget Adjustment: No	
				For Fiscal Year: 16-17	

C.E.O. RECOMMENDATION:

APPROVE

BY:

Jennifer L. Sargent
Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 4/28/15, 7.1

District: All

Agenda Number:

7-1

Departmental Concurrence

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

FORM 11: Approve the FY 2016/2017 Budget for the Public Authority [Districts – All]; [\$0]

DATE: April 5, 2016

PAGE: Page 2 of 3

BACKGROUND:

Summary (continued)

As of December 2015, there are 23,015 providers in Riverside County, which represents a 13% increase from the total providers in December 2014 (total, 20,360). Similarly, the projected IHSS service hours for FY 2016/17 are 34.6 million, an 11% increase from the 31.3 million projected IHSS service hours for FY 2015/16.

The FY 16-17 budget reflects the required staffing level to support the continued expansion in the IHSS caseload, as well as new legislative changes recently initiated. However, it should be noted that although the budget reflects a cost increase, the overall administrative rate for FY 2016/17 was reduced by \$.01 from the previous fiscal year.

In FY 15-16, the PA used the current budget to add ten temporary positions to support unforeseen IHSS activities resulting from:

- the Supreme Court reinstatement of the Fair Labor Standards Act (FLSA), requiring data entry of new state forms related to overtime and travel authorization for over 40,000 IHSS consumers and caregivers, effective February 2016; and
- An unanticipated significant increase in customer call volume (of 300%) resulting from the new Voice-Over Internet Protocol (VOIP). This enhanced technology has allowed the PA to expand its capacity to receive more calls through all hotlines and has resulted in more timely resolution to customer concerns and questions regarding new program regulations, statewide service change notices and payment delays.

The staffing increase proposed in FY 2016/2017 includes the full year cost of positions added in the current year, and further expands the PA's capacity to:

- implement new FLSA workload that requires the PA to monitor overtime and travel violations effective May 1, 2016;
- respond more immediately to customer requests for in-home caregivers, which has increased steadily (by 54%) since discontinuation of the contract care service mode in June 2015; and
- answer Call Center/hotline calls for IHSS payment resolutions, which has increased steadily (by 300% from 20,000 to 80,000 calls per month).

In addition, the PA has included a 15% increase in clerical and administrative staffing to support the IHSS program's general increase in caseload; to expand capacity of the PA Provider Recruitment and Training Unit; and to implement the expedited payroll enrollment program using "mobile one-stop" teams that will offer state-required orientation and live-scanning service across different county locations.

The total proposed budget for FY 2016/17 to support continued growth in IHSS is estimated to be \$9,042,651 which is a net increase of \$1,955,627 when compared to the FY 2015/16 PA budget. Although services have increased, the overall administrative rate for FY 2016/17 was reduced by \$.01 from FY 2015/16.

In conjunction with the State's approval of 2011 Realignment, the County contribution to the IHSS program is now limited to a Maintenance of Effort (MOE) requirement, which is fulfilled under the IHSS Administrative budget. As a result, there are no county costs associated with the PA budget. The proposed budget increase will be funded by State and Federal funding.

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

FORM 11: Approve the FY 2016/2017 Budget for the Public Authority [Districts – All]; [\$0]

DATE: April 5, 2016

PAGE: Page 3 of 3

Impact on Residents and Businesses

The 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 funding ratios for the budget are as follows:

Federal	49.00%
State	51.00%
County	<u>00.00%</u>
TOTAL	100.00%

There are no county funds required

ATTACHMENTS:

- A. Budget Summary
- B. Line Item Budget
- C. Cash Flow Statement

SvZ:jd

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 16/17
Attachment A

Line No.	Item Description		On-Going		Total Budget	Total Services	Total Admin.	Portion of Rate
Provider Costs								
1	IP Wages @ 34,599,586 projected hours @ \$11.50 per hour		On-Going		397,895,239	397,895,239		11.50
2	IP Benefit @ \$.60 per hour		On-Going		20,759,752	20,759,752		0.60
3	IP Employer Tax @ 3%		On-Going		31,831,619	31,831,619		0.92
	Total Provider Costs				\$ 450,486,610	\$ 450,486,610		13.02
Administrative Salaries and Benefits								
Line No.	Item Description			FTE			Salaries	
	IHSS Pub Authority Exec Director		On-Going	1	118,889		\$ 118,889	*
	Administrative Svcs Manager		On-Going	2	198,103		\$ 198,103	*
	Sr. Community Program Specialist		On-Going	1	43,827		\$ 43,827	*
	Sr. Administrative Analyst		On-Going	1	62,343		\$ 62,343	*
	Community Program Specialist II		On-Going	1	63,738		\$ 63,738	*
	Administrative Svcs Analyst II		On-Going	3	170,515		\$ 170,515	*
	Sr. Human Resources Clerk		On-Going	2	61,121		\$ 61,121	*
	Secretary II		On-Going	1	57,257		\$ 57,257	*
	DPSS Office Support Supervisor		On-Going	6	230,167		\$ 230,167	
	Office Assistant III		On-Going	19	551,424		\$ 551,424	
	Human Resources Clerk		On-Going	7	241,627		\$ 241,627	
	Supervising Program Specialist		On-Going	1	77,829		\$ 77,829	
	Social Services Worker V		On-Going	3	153,106		\$ 153,106	
	Office Assistant II		On-Going	26	633,278		\$ 633,278	
	Data Entry Operator II		On-Going	1	42,127		\$ 42,127	
	Department HR Coordinator		On-Going	2	101,135		\$ 101,135	
	Social Services Worker II		On-Going	14	523,247		\$ 523,247	
	Temporary Assistance		On-Going	16	399,548		\$ 399,548	
	Program Specialist II		On-Going	1	45,943		\$ 45,943	
	Social Services Supervisor II		On-Going	4	268,932		\$ 268,932	
	Social Services Assistant		On-Going	8	203,372		\$ 203,372	
	Research Specialist		On-Going	2	122,066		\$ 122,066	
	Sub Total			122	4,369,596		\$ 4,369,596	
	Admin Benefit & Taxes				2,105,655		\$ 2,105,655	
4	Total Salaries, Benefits and Taxes				\$ 6,475,251		\$ 6,475,251	0.19
Operating Costs								
Line No.	Item Description			Cost Types				
5	Facility (Security & Wiring)	One Time		Direct	-		\$ -	0.0000
6	Facility (Space)		On-Going	Direct	80,000		\$ 80,000	0.0023
7	Workstation Costs	One Time		Direct	-		\$ -	0.0000
8	Temporary Help Services		On-Going	Direct	73,500		\$ 73,500	0.0021
9	1-800 Toll Free Services		On-Going	Direct	64,400		\$ 64,400	0.0019
10	Provider Background Checks	*	On-Going	Direct	10,000		\$ 10,000	0.0003
11	Provider Medical Screenings	*	On-Going	Direct	30,000		\$ 30,000	0.0009
12	Provider Training Material		On-Going	Direct	20,000		\$ 20,000	0.0006
13	Consultant Fees		On-Going	Direct	5,000		\$ 5,000	0.0001
14	Registry/Benefit Software Maintenance		On-Going	Direct	30,000		\$ 30,000	0.0009
15	Staff Training		On-Going	Direct	18,042		\$ 18,042	0.0005
16	Transportation		On-Going	Direct	4,500		\$ 4,500	0.0001
17	Transportation Maintenance		On-Going	Direct	5,000		\$ 5,000	0.0001
18	Communications-Cell Phone/Blackberry		On-Going	Direct	115,000		\$ 115,000	0.0033
19	Liability Insurance		On-Going	Generic	88,600		\$ 88,600	0.0026
20	Facility Improvements	One Time		Direct	-		\$ -	0.0000
21	Staff Travel		On-Going	Generic	75,500		\$ 75,500	0.0022
22	Memberships		On-Going	Generic	17,000		\$ 17,000	0.0005
23	Miscellaneous Expenses		On-Going	Generic	5,976		\$ 5,976	0.0002
24	Books/Publications/Subscriptions		On-Going	Generic	300		\$ 300	0.0000
25	Office Supplies		On-Going	Generic	80,300		\$ 80,300	0.0023
26	Office Supplies	One Time		Generic	-		\$ -	0.0000
27	Office Equipment	One Time		Direct	100,500		\$ 100,500	0.0029
28	Office Equipment		On-Going	Direct	22,000		\$ 22,000	0.0006
29	Facility Safety Supplies	One Time		Generic	-		\$ -	0.0000
30	Building Maintenance and Supplies	One Time		Direct	641,769		\$ 641,769	0.0185
31	Postage		On-Going	Generic	91,000		\$ 91,000	0.0026
32	Interpreting/Translating		On-Going	Generic	-		\$ -	0.0000
33	Rent-Lease/Moving Expense		On-Going	Direct	477,059		\$ 477,059	0.0138
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	22,000		\$ 22,000	0.0006
38	PA Printing Services		On-Going	Generic	8,000		\$ 8,000	0.0002
39	Legal Notices		On-Going	Generic	-		\$ -	0.0000
	Sub-Total				2,088,446		\$ 2,088,446	0.06

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 16/17
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	1,000		\$ 1,000	0.00
41	DPSS IT	One Time		Direct	-		\$ -	-
42	DPSS IT		On-Going	Direct	500		\$ 500	0.00
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	7,858		\$ 7,858	0.00
47	County Delivery Services		On-Going	Generic	304		\$ 304	0.00
48	County Support Services (CowCap)		On-Going	Generic	-		\$ -	-
49	DPSS Operating Support (Fiscal, Acctg.)		On-Going	Direct	10,000		\$ 10,000	0.00
50	RCIT Device Access & Support		On-Going	Direct	195,311		\$ 195,311	0.01
51	RCIT Physical & Virtual Server Support		On-Going	Direct	31,786		\$ 31,786	0.00
52	County Annual Audit		On-Going	Direct	-		\$ -	-
53	County Personnel (HR)		On-Going	Direct	83,862		\$ 83,862	0.00
54	DPSS Contracting		On-Going	Direct	-		\$ -	-
55	Indirect Cost Rate Charge		On-Going	Generic	130,000		\$ 130,000	0.00
56	Capital Leases- Computer Equip		On-Going	Direct	9,333		\$ 9,333	0.00
57	Equipment-Other (Fixed Asset)	One Time		Direct	9,000		\$ 9,000	0.00
	Sub-total				478,954		\$ 478,954	0.01
Total PA Administrative Budget					\$ 9,042,651		\$ 9,042,651	0.26
Total PA Budget (Provider and Admin.Costs)					\$ 459,529,261			13.28
Percentage to Total Budget					98.03%		\$ 0	
Items included within the PA Admin Budget (No State Financial Participation)								
58	Provider Background Checks		On-Going	Direct	10,000		\$ 10,000	0.0003
59	Provider Medical Screening		On-Going	Direct	30,000		\$ 30,000	0.0009
Total Excluded Items					\$ 40,000		\$ 40,000	0.0012
Total PA Budget (Provider and Admin.Costs) less excluded items					\$ 459,489,261			\$ 13.28

* 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.

G:\MRU\SVCS\UNIT\FY1516\Accountant\Programs\Public Authority\FY 1617 Budget\FY 1617 State Budget\1617\FY 1617 Attachment B_Chart of Accounts.xls\FY 1516

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 16/17
 Attachment A

Line No.	Line Item	Item Description	FY 16/17 Budget
1	IP Wages:	Represent 34,599,586 projected annual service hours at a wage of \$11.50 per hour	\$ 397,895,239
2	IP Health Benefits:	Represent 34,599,586 projected annual services hours at a benefit rate of \$.60 per hour	\$ 20,759,752
3	IP Employer Taxes:	Represent 8% of total cost of 34,599,586 annual service hours at \$11.50 per hour	\$ 31,831,619
4	Admin. Salaries and Benefits:	Based on salaries per DPSS-HR, COLA, step increases and benefit ratio	\$ 6,475,251
5	Facilities Improvements	537080 Facilities & Securities Wiring	
6	Facilities-Lease Costs: On-Going	537000 537000 537000 537080 Utilities Costs estimated at \$5,000 * 12 mos = \$60,000 520820 Janitorial Costs = \$10,000 525320 Security Guard Services = \$10,000	\$ - \$ 60,000 \$ 10,000 \$ 10,000
7	Workstation/Furniture:	523680 Office Furniture	\$ -
8	Temporaries Svcs:	525500 Salary/Benefit Reimbursement For TAP costs 525340 TAP agency temp services	\$ 73,500 \$ -
9	1-800 Line:	520320 Approx. \$5,367 per mo for 12 months includes Solidus, NORSTAR, AT&T and SBC on-going costs (\$64,400) 520320 New Substitute Provider Phone Line \$0	\$ 64,400
10	Background Checks:	524580 Background checks -	\$ 10,000
11	Provider Medical Screenings:	525100 Provider Medical Screenings Estimate for FY 16/17	\$ 30,000
12	Provider/Consumer Training Mat'l	527860 Provider/Consumer Training Matl. & CPR/FIRST AID	\$ 20,000
13	Consultant Fees:	525440 Professional services estimated \$5,000	\$ 5,000
14	Registry Software Maint: On-Going	521640 Maint. & support expenses for the Registry Software (New RFP estimate) \$30,000 521640 Maint. & support expenses for the Health Benefit Packages	\$ 30,000
15	Staff Training:	528140 Conferences and Registration Fees (Hotels) 528140 Caregiver Training Conferences 528140 PA Training \$18,042 (Includes monthly CAPA Staff, NASW, C4A and ASA)	\$ 18,042
16	Transportation:	528920 Est. Fixed charge of leasing - (3 Toyota Prius) = \$2,250 Est. Fuel Cost = \$2,250	\$ 4,500
17	Transportation Maintenance:	528920 Est. Maintenance costs for 4 cars = \$3,500 unexpected costs such as break-ins and damages = \$1,500 528920	\$ 3,500 \$ 1,500
18	Communication-Cell Phone:	520230 Cell Phone service (42 units @ \$3,077.58 per month): Mobile HotSpot \$10 per unit= \$110 Unlimited Texting \$12 per unit= \$132 Unlimited Data \$24.99 per unit= \$274.89 Voice Plan \$.06 per minute (est. usage 438 minutes per unit)= \$1,104 Total \$36,930.96 (Amount adjusted to cover fluctuation in voice plan minute usage) Phone (20 units @ \$152=\$3,040) 520200 Communications 520250 Communications Equip / Installation 520260 Live Scan Circuit Charges	\$ 40,000 \$ - \$ 50,000 \$ 25,000
19	Liability Insurance:	520930 CSAC Liability estimated insurance costs= \$88,600 per contract renewal County Liability Svcs Charge = \$0 estimated	\$ 88,600
20	Facility Improvement: One time	522310 Facility Improvements- (Tenant Improvements).	\$ 621,769
21	Staff Travel	529000 Conference and retreat travel expenses	\$ 9,000

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 16/17
 Attachment A

Line No.	Line Item	Item Description	FY 16/17 Budget
		529540 Utilities	\$ -
		529040 Private Mileage Reimbursement \$10,000	\$ 10,000
		529120 Transportation	\$ 5,000
		527880 Training-Other \$51,500	\$ 51,500
22	Membership:	523100 Annual Public Association Membership fees est. for CAPA \$17,000	\$ 17,000
23	Miscellaneous Expenses	523230 Advisory Committee Budget	\$ 5,976
24	Books/Publication/ Subscriptions:	523620	\$ -
		523820 Purchase of subscriptions for providers, and PA staff (\$300) (Managers intelligence rpts, Nat. Council on Aging, Executive Leader, Nat. Institute of Bus. Mgmt.)	\$ 300
25	Office Supplies: On going	523700 Purchase of Office Supplies 523700 Printer Toners, paper products, copier supplies 527280 Awards/Recognition	\$ 80,000 \$ 300
26	Office Supplies: one-time	523700 Purchase of General office supplies	
27	Office Equipment: one time	Estimated Replacement costs for: 523640 Computer Equipment- Desk, laptop, projector 523640 Computer Equipment (Fax Machines) 523640 Computer/Network Equipment 523640 New Technology Improvement 523640 Computer Equipment (Cameras) 523640 Computer Equipment (4Thumb Drives) 520200 Wireless Headsets \$0 523640 Wireless Mice 523680 Postage Machine meter lease and slug 523680 Phone Dialer System 523680 Office Equipment/Furniture 523840 Software Program > \$500	\$ 80,000 \$ - \$ 2,500 \$ 17,500 \$ 500
28	Office Equipment: On going	521340 Maint- Communications Equip (\$4,000) 521360 Maint - Computer Equipment (IT) \$6,100 521380 Maint - Copier Equipment (\$11,900)	\$ 4,000 \$ 6,100 \$ 11,900
29	Facility Safety Supplies:	523700 Facility Disaster/Safety Supplies for the Office	
30	Building Maint & Supplies:	522310 General maintenance	\$ 20,000
31	Postage:	523760 Includes semi-annual newsletter mailing to approx. 40,000 consumers/providers households Governing Board recruitment, mailings, training flyer, and regular correspondence Outreach & Communication	\$ 91,000
32	Interpreting/Translating:	525440 Translation charges \$0	\$ -
33	Moving Expense	523300 Moving Expense \$1,300 526700 Admin Lease Space at \$1.66 per sq ft per 17,026 sq ft = \$28,263.16 *12 mo. (Jul-June) = \$339,157.92 Rent Adustment 2.5%= \$347,636.87 Admin Lease fee of \$1,425.34*12 = \$17,104 Rent Space at satellite office \$111,018 (\$347,637+17,104+111,018 = \$475,759)	\$ 1,300 \$ 475,759
34	Storage	526720 Storage Rental Fees \$0	\$ -
35	Provider Recruitment Advertising:	526420 Newspaper and Recruitment Promotional Items	\$ 3,000
36	PA Staff Recruitment:	526420 Staff Recruitment advertising	\$ -
37	Printing Provider/Consumers recruitment Mat'l	523800 Printing Providers/Consumers recruitment flyer est. at \$7,000 523800 Printing Providers/Consumers Orientation introduction package \$15,000 523800 Addus Mailers	\$ 22,000
38	PA Printing Mat'l	523800 Monthly HB Package Printing for the Providers = \$2,000 523800 Annual Open Enrollment Package Printing = \$1,000 523800 Provider Quarterly and Annual Report for the Board est. at \$4,000 523800 PA Brochures estmated \$1,000	\$ 8,000

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 16/17
 Attachment A

FY 16/17

Line No.	Line Item	Item Description	Budget
39	Legal Notices:	526410 Avg. Legal Notice est. at \$111 per hr. (for paralegal svcs)	\$ -
40	County Counsel:	524700 County Council/Deputy services (\$178 per hr for attorneys)	\$ 1,000
41	DPSS IT: One-Time	537090 System and Network Setup Charge	\$ -
42	DPSS IT: On Going	524760 System and Network Maintenance Charge 524820 Engineering Services- installation, removal or modification of telephones	\$ - \$ 500
43	DPSS SDD'	536740 Staff Dev. Officer costs	\$ -
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 (\$654.84*12 = \$7,858)	\$ 7,858
47	County Delivery Svcs.	520270 FY 16/17 Mail Delivery and Central mail Services \$304 per year (est. @ \$152 for two delivery sites)	\$ 304
48	County Support Svcs.	524740 County Support Services (CowCap)	\$ -
49	DPSS Operating Support	536740 DPSS IHSS Liason Services (IT, Admin Program) estimate	\$ 10,000
50	RCIT Device Access	525840 RCIT Device Access	\$ 89,003
	RCIT Device Support	525860 RCIT Device Support	\$ 106,308
51	RCIT Physical Server Support	525870 RCIT Physical Server Support	\$ 12,217
	RCIT Virtual Server Support	525880 RCIT Virtual Server Support	\$ 19,569
52	County Annual Audit:	525440 County Annual Audit	\$ -
53	County Personnel:	537090 Co. HR Charges est. at \$71,762 536760 Audit & Acctg (\$465.39 * 26 PPs = \$12,100)	\$ 71,762 \$ 12,100
54	DPSS Contracting:	536740 DPSS Contracting charges	\$ -
55	Indirect Cost Rate:	536740 DPSS Indirect Cost Rate charges est. at \$130,000	\$ 130,000
56	Capital Leases- Computer Equip	532660 Facilities-Hardware	\$ 9,333
57	Equipment-Other (Fixed Asset)	546160 Equipment-Other (Fixed Asset)	\$ 9,000
Total PA Budget (Operating Costs)			\$ 2,567,400
Total FY 16/17 PA Budget			\$ 6,475,251
Total FY 16/17 PA Budget			\$ 9,042,651

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FUNDING SUMMARY
FY 16/17
Attachment A

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Provider Costs	\$ 450,486,610					
IHSS-Services PCSP	\$ 441,476,878	98.00%	441,476,878	2.00%	9,009,732	
IHSS-Services Non PCSP	\$ 9,009,732					
IHSS Services-Federal Share		50.00%	220,738,439	0%	-	220,738,439
IHSS Services-State Share		50.00%	220,738,439	100%	9,009,732	229,748,171
IHSS Services-County Share (MOE)		0.00%	-	0%	-	-
Total Providers Costs	\$ 450,486,610	100%	441,476,878	100%	9,009,732	\$ 450,486,610
Total Public Authority Admin. Costs (exclude IP Background Checks & Medical Screening Costs)	\$ 1,705,552					
Public Authority Administration-PCSP	\$ 1,671,441	98.00%	1,671,441	2.00%	34,111	
Public Authority Administration-Non PCSP	\$ 34,111					
Public Authority Administration-Federal Share		50.00%	835,720	0%	-	835,720
Public Authority Administration-State Share		32.50%	543,218	65%	22,172	565,390
Public Authority Administration-County Share shifted to State		17.50%	292,502	35%	11,939	304,441
Total Public Authority Admin. Budget (exclude BC & MS)	\$ 1,705,552	100%	1,671,441	100%	34,111	\$ 1,705,552
Total IP Background Checks & Medical Screening Costs	\$ 40,000					
Public Authority Administration-PCSP	\$ 39,200	98.00%	39,200	2.00%	800	
Public Authority Administration-Non PCSP	\$ 800					
Public Authority Administration-Federal Share		50.00%	19,600	-	-	19,600
Public Authority Administration-State Share		0.00%	-	-	-	-
Public Authority Administration-County Share shifted to State		50.00%	19,600	100%	800	20,400
Total IP Background Checks & Medical Screening Costs	\$ 40,000	100%	39,200	100%	800	\$ 40,000
Sub-Total Including Admin. Budget, IP BC & MS	\$ 1,745,552					
Public Authority Administration-PCSP	\$ 1,710,641	98%				
Public Authority Administration-Non PCSP	\$ 34,911			2%		
Public Authority Administration-Federal Share		50.00%	855,320	0%	-	855,320
Public Authority Administration-State Share		32.50%	543,218	65%	22,172	565,390
Public Authority Administration-County Share shifted to State		17.50%	312,102	35%	12,739	324,841
Sub-Total (Based on \$294,146 County MOE)	\$ 1,745,552	100%	1,710,641	100%	34,911	\$ 1,745,552

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Public Authority Overmatch	\$ 7,297,099					
Public Authority Administration-PCSP	\$ 7,151,157	98.00%	\$ 7,151,157			
Public Authority Administration-Non PCSP	\$ 145,942			2.00%	\$ 145,942	
Public Authority Administration-Federal Share - overmatch		49.00%	\$ 3,504,067	49.00%	\$ 71,512	\$ 3,575,579
Public Authority Administration-State Share - overmatch		51.00%	\$ 3,647,090	51.00%	\$ 74,430	\$ 3,721,520
Public Authority Administration-County Share - Overmatch Shifted to State		0.00%	\$ -	0.00%	\$ -	\$ -
Total Public Authority Admin. Budget (exclude BC & MS) - overmatch	\$ 7,297,099	100%	\$ 7,151,157	100%	\$ 145,942	\$ 7,297,099
Public Authority Administration-Federal Share		Composite Ratios				
Public Authority Administration-State Share		49.00%	4,359,387		71,512	4,430,899
Public Authority Administration-County Share Shifted to State		47.41%	4,190,308		96,603	4,286,911
Total Public Authority Admin. Budget	\$ 9,042,651	100%	\$ 8,861,798		\$ 180,853	\$ 9,042,651
Public Authority Administration-Federal Share		Composite Ratios				
Public Authority Administration-State Share		49.00%	225,097,826		71,512	225,169,338
Public Authority Administration-County Share		51.00%	225,240,850		9,119,074	234,359,923
Public Authority Administration-County Share		0.0%	-		-	-
Grand Total Providers & Public Authority Admin. Budget	\$ 459,529,261	100%	\$ 450,338,676		\$ 9,190,585	\$ 459,529,261

FY 16/17 PA Total Budget \$ 9,042,651

Funding Source	Ratio	PA Budget within County MOE	Overmatch	Sub-Total
Fed	49.0%	\$ 835,720	\$ 3,595,179	\$ 4,430,899
State	32.4%	\$ 565,390	\$ 3,741,920	\$ 4,307,311
County share shifted to State	18.6%	\$ 304,441	\$ -	\$ 304,441
Total	100.0%	\$ 1,705,552	\$ 7,337,099	\$ 9,042,651

Note(s):
 The FY 16/17 PA Admin county share of \$304,441 is included in the overall HSS MOE amount of \$47,162,204.
 The FY 16/17 PA Budget of \$9,042,651 does not include the contracted IHSS/PA MOU amount of \$870,107.

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 16/17

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	4,369,596	
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	2,105,655	
								6,475,251	
Workers Comp Ins.									
3	1-1801	PAARC	22800	985101	517000		Workers Comp Insurance	7,858	
Appropriation 2									
								Sub-Total	6,483,109
4	2-2070	PAARC	22800	985101	520200		Communications	-	
5	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	40,000	
6	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	50,000	
7		PAARC	22800	985101	520260		Computer Lines	25,000	
8	2-2076	PAARC	22800	985101	520270		County Delivery Service	304	
9	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes AT&T & Solidus)	64,400	
10	2-2154	PAARC	22800	985101	520820		Janitorial Services	10,000	
11	2-2197	PAARC	22800	985101	520930		Insurance - Liability	88,600	
12	2-2201	PAARC	22800	985101	520945		Insurance - Property	-	
13		PAARC	22800	985101	521340		Maint-Communications Equip	4,000	
14	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	6,100	
15	2-2265	PAARC	22800	985101	521380		Maint - Copier Machines	11,900	
16	2-2275	PAARC	22800	985101	521500		Maint - Motor Vehicles	-	
17	2-2284	PAARC	22800	985101	521640		Maint. Software License (Regls./Benefit/Others)	30,000	
18	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	641,769	
19	2-2391	PAARC	22800	985101	523100		Memberships	17,000	
20		PAARC	22800	985101	523230		Misc. Exp-	5,976	
21	2-2432	PAARC	22800	985101	523300		Moving Expense	1,300	
22	2-2462	PAARC	22800	985101	523620		Books and Publications	-	
23	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	80,000	
24	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	20,000	
25	2-2466	PAARC	22800	985101	523700		Office Supplies	80,000	
26	2-2469	PAARC	22800	985101	523760		Postage/Mailing	91,000	
27	2-2471	PAARC	22800	985101	523800		Printing/Binding	30,000	
28	2-2472	PAARC	22800	985101	523820		Subscriptions	300	
29	2-2473	PAARC	22800	985101	523840		Software Programs <\$5,000	500	
30	2-2520	PAARC	22800	985101	524580		Provider Background-Reference Service	10,000	
31	2-2513	PAARC	22800	985101	524700		County Counsel	1,000	
32	2-2515	PAARC	22800	985101	524740		County Support Services (CowCap)	-	
33		PAARC	22800	985101	524820		Engineering Services	500	
34		PAARC	22800	985101	524760		Data Processing Svcs-IT	-	
35	2-2530	PAARC	22800	985101	525100		Provider Medical Screenings	30,000	
36	2-2535	PAARC	22800	985101	525140		County Personnel Services	-	
37	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	-	
38		PAARC	22800	985101	525310		OASIS/HRMS Payroll Charge	-	
39	2-2545	PAARC	22800	985101	525320		Security Guard Services	10,000	
40	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-	
41	2-2541	PAARC	22800	985101	525440		Professional Services - Other	5,000	
42	2-2555	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	73,500	
43		PAARC	22800	985101	525840		RCIT Device Access	89,003	
44		PAARC	22800	985101	525860		RCIT Device Support	106,308	
45		PAARC	22800	985101	525870		RCIT Physical Server Support	12,217	
46		PAARC	22800	985101	525880		RCIT Virtual Server Support	19,589	
47	2-2652	PAARC	22800	985101	526410		Legally Required Notices	-	
48	2-2802	PAARC	22800	985101	526420		Advertising (providers & Staff Recruitment)	3,000	
49	2-2683	PAARC	22800	985101	526520		Rent-Lease Copiers	-	
50	2-2721	PAARC	22800	985101	526700		Buildings - Rent / Lease	475,759	
51	2-2723	PAARC	22800	985101	526720		Rent / Lease-Storage	-	
52		PAARC	22800	985101	527280		Awards/Acknowledgment	300	
53	2-2845	PAARC	22800	985101	527860		Training - Materials	20,000	
54	2-2846	PAARC	22800	985101	527880		Training - Other (Staff Training)	51,500	
55	2-2904	PAARC	22800	985101	528140		Conference and Registration Fees (Hotels)	18,042	
56	2-2903	PAARC	22800	985101	528920		Car Pool Expense (4 Toyota Prius)	9,500	
57	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense (Meals)	9,000	
58	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	10,000	
59		PAARC	22800	985101	529120		Transportation	5,000	
60	2-2957	PAARC	22800	985101	529540		Utilities	-	
Appropriation 2								Sub-Total	2,257,347

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 16/17

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts	
61		PAARC	22800	985101	532640		Capital Lease-Facility (Copiers)	-	
62		PAARC	22800	985101	532660		Capital Lease-Other (IT)	9,333	
63	3-3802	PAARC	22800	985101	536740		Interfnd Exp-Admin supt direct	140,000	
64		PAARC	22800	985101	536760		Interfnd Exp-Audit & Acctg	12,100	
65		PAARC	22800	985101	537000		Interfnd Exp-Leases	-	
66		PAARC	22800	985101	537080		Interfnd Exp-Misellaneous	60,000	
67		PAARC	22800	985101	537090		Interfnd Exp-Personnel Svcs	71,762	
	Appropriation 3							Sub-Total	293,195
68	4-4209	PAARC	22800	985101	546080		Equipment - Computer & Software		
69	4-4225	PAARC	22800	985101	546160		Equipment - Other (Fixed Asset)	9,000	
	Appropriation 4							Sub-Total	9,000
	Totals for Appropriation 2, 3, & 4							Sub-Total	2,559,542
	Total Appropriation 1 through 4							Grand Total	\$ 9,042,651

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

G:\MRU\SVCS\SUNIFY1516\Accountant Programs\Public Authority\FY 1617 Budget\FY 1617 State Budget\1617\FY 1617 Attachment B_Chart of Accounts.xls\FY 1516
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Expenditures:	Description	FY 16/17												Year End				
		July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3		Apr	May	Jun	Qtr 4
-Salaries and Benefits	539,604	539,604	539,604	1,618,813	539,604	539,604	539,604	1,618,813	539,604	539,604	539,604	1,618,813	539,604	539,604	539,604	1,618,813	6,475,251	
-Opening Costs	186,112	186,112	186,112	554,337	186,112	186,112	186,112	554,337	186,112	186,112	186,112	554,337	186,112	186,112	186,112	554,337	2,287,947	
-County Support Services	25,838	25,838	25,838	77,513	25,838	25,838	25,838	77,513	25,838	25,838	25,838	77,513	25,838	25,838	25,838	77,513	310,053	
Total Cash Out	753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	9,042,651	
Federal/State			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653	9,042,651	
County NCC Share (Special Revenue Fund)			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653	9,042,651	
Total Cash In			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653			2,260,653	2,260,653	9,042,651	
Operating Capital Requirement		753,554	1,507,109			753,554	1,507,109			753,554	1,507,109			753,554	1,507,109		9,042,651	
Total Expenditures		753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	753,554	753,554	753,554	2,260,653	9,042,651
NCC Transferred In		753,554	753,554	2,260,653														9,042,651
Net Funds Needed		753,554	753,554	2,260,653														9,042,651
Reimbursement from Federal/State		753,554	1,507,109			753,554	1,507,109			753,554	1,507,109			753,554	1,507,109		9,042,651	
Fund Balance		753,554	1,507,109			753,554	1,507,109			753,554	1,507,109			753,554	1,507,109		9,042,651	

Public Authority Special Revenue Fund Cash Statement

Increase Estimated Revenue	BU	Fund	Dept ID	Account	Description	Projected \$\$				
						Qtr 1	Qtr 2	Qtr 3	Qtr 4	
	PAARC	22800	985101	760000	Fed-Public Assistance Admin Revenue					4,430,889
	PAARC	22800	985101	750300	CA-Public Assistance Admin Revenue					4,611,762
	PAARC	22800	985101	790800	Contributions from Other Funds					9,042,651
Total										9,042,651
Total Estimated Revenue										9,042,651
Decrease in Fund Balance	BU	Fund	Dept ID	Account	Description					Projected \$\$
	RIVCO	22800	985101	325100	Unreserved Fund Balance					
Total Decrease in Fund Balance										
Total Projection for Public Authority										9,042,651

- 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/NON-PROFIT
CONSORTIUM RATE**

COUNTY: Riverside County	
CONTACT NAME: Jewel Lee, Executive Director	
PA NAME: Riverside County IHSS Public Authority	
TELEPHONE: (951) 321-6164	FAX NUMBER: ()
ADDRESS: 12125 Day Street Moreno Valley, CA 92557	
EMAIL ADDRESS: jelee@riversidedpss.org	

To: California Department of Social Services
Adult Programs Division
Public Authority Unit
744 P Street, MS 9-9-04
Sacramento, CA 95814

Please address questions regarding this form to the Public Authority Unit, at (916) 651-3488.

Please complete the budget narrative below and attach supporting documentation explaining how each component of the rate was determined. The total Public Authority (PA) and Non-profit 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, health and non-health benefits. The State is legally authorized to share only in the costs of individual health benefits for IHSS providers, however, these costs may be eligible for Title XIX reimbursement.

- The state will only participate in hourly wage and benefits up to \$12.10 per hour 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 (CDSS/DHCS) or unless provided for in the Annual Budget Act or appropriated by statute.

I hereby certify that the proposed IHSS MOE adjustment includes no locally negotiated health benefit rate changes and no changes that modify who is eligible for health benefits (only applies to non-locally negotiated health benefit rates).

Approved by:  Date: 03-16-2016

BUDGET NARRATIVE

		Current Rate	Requested Rate	Difference
PA/NPC Hourly Rate:	1	\$13.29	\$13.28	\$0.01
PA/NPC Hourly Administrative Cost:	2	\$0.27	\$0.26	\$0.01
Hourly Services Cost: Total	3	\$13.02	\$13.02	\$0.00
Hourly Wage (locally negotiated)	4	\$11.50	\$11.50	\$0.00
Hourly Wage (non-locally negotiated)	5			
Payroll Taxes (FUTA, SUI, FICA)	6a	\$0.92	\$0.92	\$0.00
Health Benefits (locally negotiated)	6b	\$0.60	\$0.60	\$0.00
Health Benefits (non-locally negotiated)	7			
Non-Health Benefits (if any)	8			

Comments: Please include the Line-by-Line Budget Narrative with PA Rate Change Package

Riverside County: IHSS PA Rate Worksheet FY 16/17

Projected yearly hours

34,599,586

#	ITEM	BUDGET	SERVICES	ADMIN	Portion of RATE
Provider Costs					
1	IP Wages = proj yearly hours @ \$11.50 per hr	397,895,239	\$ 397,895,239		11.50
2	IP Employer Taxes @ 8%	31,831,619	\$ 31,831,619		0.92
3	Health Benefits	20,759,752	\$ 20,759,752		0.60
		\$ -			0.00
	Total Provider Costs	\$ 450,486,610	\$ 450,486,610		13.02
Public Authority Administrative costs					
	Salaries & Benefits	\$ 6,483,109		\$ 6,483,109	0.1874
	Overhead Expenses	\$ 2,559,542		\$ 2,559,542	0.0740
	Total Public Authority Administrative costs	\$ 9,042,651		\$ 9,042,650	0.26
	TOTAL	\$ -	\$ -		\$ 13.28
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	\$ 450,486,610	+ \$ 9,042,650.00	/ \$ 34,599,586	= \$ 13.28
	Services Rate = Services Cost Divided by Total Hours	\$ 450,486,610	\$ -	/ \$ 34,599,586	= \$ 13.02
	Admin Rate = Admin Cost Divided by Total Hours		\$ 9,042,650.00	/ \$ 34,599,586	= \$ 0.26