

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

744C



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

SUBMITTAL DATE:
April 15, 2015

SUBJECT: To Approve the FY 2015/16 Budget for the Public Authority [Districts-All] [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the FY 2015/16 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 AB 1682. 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 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	\$ 7,087,024	\$ 0	\$ 7,087,024	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

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: 15-16
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C.E.O. RECOMMENDATION:

APPROVE

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE IN HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY BOARD OF DIRECTORS

On motion of Director Ashley, seconded by Director Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
Nays: None
Absent: Benoit
Date: April 28, 2015
xc: DPSS/IHSS

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

(Comp. Item 3-25)

Prev. Agn. Ref.: _____ District: All Agenda Number: _____

7-1

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

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

FORM 11: To Approve the FY 2015/16 Budget for the Public Authority [Districts-All] [\$0]

DATE: April 15, 2015

PAGE: Page 2 of 3

BACKGROUND:

Summary (continued)

In FY 2014/15, the Public Authority (PA) expanded its infrastructure to support a "One-Stop" service model to include the IHSS provider "call center" to deliver responsive payment resolution, Quick Start (24- to 48- hour) home visitation response to requests for in-home care providers, expedited IHSS provider orientation in selected district offices, immediate payroll enrollment, and "same-day" provider record requests.

The FY 2014/15 Budget Revision approved by the Board of Supervisors and the Public Authority Board on March 24, 2015 further expanded the PA's capacity to deliver unforeseen IHSS activities mandated by state and federal regulations: 1) Fair Labor Standards Act (FLSA), authorizing overtime and travel pay for providers, and 2) transfer of IHSS county Contract Care responsibilities to designated health plans (Molina and Inland Empire Health Plan), as a requirement of the Coordinated Care Initiative (CCI). Since the FLSA requirements were suspended by court action, the PA modified their initial hiring plan while continuing to fill those positions needed to support the transition of contract care responsibilities and to address the overall increase in demand for services as the caseload continues to grow. The FY 2014/15 budget included partial year funding for the staff that was added.

With the anticipated staffing increases, the PA brought forward a plan to expand the current facility, which was also approved by the Board of Supervisors and the Public Authority Board on March 24, 2015. The budgeted cost of the facility expansion and related equipment is \$1,423,150. It is a one-time cost that will be incurred in FY 2015/16.

The proposed budget for FY 2015/16 therefore includes the full year cost of positions added in the current year as well as the anticipated one-time costs for the facility expansion. In addition, the PA has included additional staffing in anticipation of: court approval to implement the FLSA requirements, a 7% increase in caseload, and expansion of the PA Training Unit to provide two "mobile one-stop" teams for provider recruitment, basic orientation, live-scanning service, and expedited payroll enrollment.

The total proposed budget for FY 2015/16 is estimated to be \$7,087,024, which is a net increase of \$3,742,679 when compared to the FY 2014/15 revised PA budget. The \$3.7 million increase is itemized in the table below.

IHSS-Public Authority Expenditure Estimate FY 2015/16 Budget Increase Items				
Expenditure Categories	New Services in FY 15/16	FY 15/16 Increase	Percent of Increase	Portion of Admin. Rate per Service Hour
1 Salaries & Benefits	Cost to Sustain Existing Staff	1,018,480	27%	\$ 0.04
	Cost of Proposed New Staff	880,050	24%	\$ 0.03
	Salaries & Benefits Subtotal	1,898,530	51%	\$ 0.07
2 Facility Related	One-Time Expansion Cost	1,423,150	38%	\$ 0.05
3 Other Charges	Background Check, Training, & Interfund Charges	421,000	11%	\$ 0.02
Total		\$ 3,742,680	100%	\$ 0.14

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PAGE: Page 3 of 3

BACKGROUND:

Summary (continued)

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.

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>0.00%</u>
TOTAL	100.00%

There are no County funds required.

ATTACHMENTS:

1. Budget Summary
2. Line Item Budget
3. Cash Flow Statement

SvZ:clh

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 15/16
Attachment A

Line No.	Item Description	On-Going	Total Budget	Total Services	Total Admin.	Portion of Rate
Provider Costs						
1	IP Wages @ 25,957,560 projected hours @ \$11.50 per hour	On-Going	298,511,940	298,511,940		11.50
2	IP Benefit @ \$.60 per hour	On-Going	15,574,536	15,574,536		0.60
3	IP Employer Tax @ 8%	On-Going	23,880,955	23,880,955		0.92
	Total Provider Costs		\$ 337,967,431	\$ 337,967,431		12.02
Administrative Salaries and Benefits						
Line No.	Item Description	FTE			Salaries	
	IHSS Pub Authority Exec Director	On-Going	1	112,136	\$ 112,136	
	Administrative Svcs Manager	On-Going	2	164,328	\$ 164,328	
	Sr. Community Program Specialist	On-Going	1	67,335	\$ 67,335	
	Sr. Administrative Analyst	On-Going	2	145,252	\$ 145,252	
	Community Program Specialist II	On-Going	2	123,485	\$ 123,485	
	Administrative Svcs Analyst II	On-Going	2	109,000	\$ 109,000	
	Sr. Human Resources Clerk	On-Going	1	36,642	\$ 36,642	
	Secretary II	On-Going	1	53,691	\$ 53,691	
	DPSS Office Support Supervisor	On-Going	4	127,995	\$ 127,995	
	Office Assistant III	On-Going	15	419,440	\$ 419,440	
	Human Resources Clerk	On-Going	7	236,232	\$ 236,232	
	Supervising Program Specialist	On-Going	1	49,018	\$ 49,018	
	Social Services Worker V (Vacant)	On-Going	3	126,226	\$ 126,226	
	Office Assistant II	On-Going	8	182,725	\$ 182,725	
	Data Entry Operator II	On-Going	1	39,416	\$ 39,416	
	Department HR Coordinator	On-Going	1	46,857	\$ 46,857	
	Social Services Worker II	On-Going	14	476,739	\$ 476,739	
	Temporary Assistance	On-Going	10	266,800	\$ 266,800	
	Program Specialist II	On-Going	1	48,749	\$ 48,749	
	Social Services Supervisor II	On-Going	2	95,909	\$ 95,909	
	Sub Total		79	2,927,977	\$ 2,927,977	
	Admin Benefit & Taxes			1,356,370	\$ 1,356,370	
4	Total Salaries, Benefits and Taxes			\$ 4,284,347	\$ 4,284,347	0.17
Operating Costs						
Line No.	Item Description	Cost Types				
5	Facility (Security & Wiring)	One Time	Direct	-	\$ -	0.0000
6	Facility (Space)	On-Going	Direct	95,475	\$ 95,475	0.0037
7	Workstation Costs	One Time	Direct	-	\$ -	0.0000
8	Temporary Help Services	On-Going	Direct	52,000	\$ 52,000	0.0020
9	1-800 Toll Free Services	On-Going	Direct	46,000	\$ 46,000	0.0018
10	Provider Background Checks	On-Going	Direct	148,608	\$ 148,608	0.0057
11	Provider Medical Screenings	On-Going	Direct	15,000	\$ 15,000	0.0006
12	Provider Training Material	On-Going	Direct	20,000	\$ 20,000	0.0008
13	Consultant Fees	On-Going	Direct	-	\$ -	0.0000
14	Registry/Benefit Software Maintenance	On-Going	Direct	60,000	\$ 60,000	0.0023
15	Staff Training	On-Going	Direct	18,042	\$ 18,042	0.0007
16	Transportation	On-Going	Direct	3,500	\$ 3,500	0.0001
17	Transportation Maintenance	On-Going	Direct	4,000	\$ 4,000	0.0002
18	Communications-Cell Phone/Blackberry	On-Going	Direct	152,406	\$ 152,406	0.0059
19	Liability Insurance	On-Going	Generic	70,000	\$ 70,000	0.0027
20	Facility Improvements	One Time	Direct	-	\$ -	0.0000
21	Staff Travel	On-Going	Generic	65,500	\$ 65,500	0.0025
22	Memberships	On-Going	Generic	17,000	\$ 17,000	0.0007
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	20,000	\$ 20,000	0.0008
26	Office Supplies	One Time	Generic	21,624	\$ 21,624	0.0008
27	Office Equipment	One Time	Direct	563,674	\$ 563,674	0.0217
28	Office Equipment	On-Going	Direct	11,250	\$ 11,250	0.0004
29	Facility Safety Supplies	One Time	Generic	-	\$ -	0.0000
30	Building Maintenance and Supplies	One Time	Direct	654,280	\$ 654,280	0.0252
31	Postage	On-Going	Generic	65,000	\$ 65,000	0.0025
32	Interpreting/Translating	On-Going	Generic	-	\$ -	0.0000
33	Rent-Lease/Moving Expense	On-Going	Direct	366,383	\$ 366,383	0.0141
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	0.0008
38	PA Printing Services	On-Going	Generic	8,000	\$ 8,000	0.0003
39	Legal Notices	On-Going	Generic	-	\$ -	0.0000
	Sub-Total			2,509,018	\$ 2,509,018	0.10

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FY 15/16
Attachment A

Line No.	Item Description		On-Going		Total Budget	Total Services	Total Admin.	Portion of Rate
Provider Costs								
1	IP Wages @ 25,957,560 projected hours @ \$11.50 per hour		On-Going		298,511,940	298,511,940		11.50
2	IP Benefit @ \$.60 per hour		On-Going		15,574,536	15,574,536		0.60
3	IP Employer Tax @ 8%		On-Going		23,880,955	23,880,955		0.92
	Total Provider Costs				\$ 337,967,431	\$ 337,967,431		13.02
Administrative Salaries and Benefits								
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	Temporary Assistance		On-Going	10	266,800		\$ 266,800	
	Program Specialist II		On-Going	1			\$ 48,749	
	Social Services Supervisor II		On-Going	2	95,909		\$ 95,909	
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8	Temporary Help Services		On-Going	Direct	52,000		\$ 52,000	0.0020
9	1-800 Toll Free Services		On-Going	Direct	46,000		\$ 46,000	0.0018
10	Provider Background Checks	*	On-Going	Direct	148,608		\$ 148,608	0.0057
11	Provider Medical Screenings	*	On-Going	Direct	15,000		\$ 15,000	0.0006
12	Provider Training Material		On-Going	Direct	20,000		\$ 20,000	0.0008
13	Consultant Fees		On-Going	Direct	-		\$ -	0.0000
14	Registry/Benefit Software Maintenance		On-Going	Direct	60,000		\$ 60,000	0.0023
15	Staff Training		On-Going	Direct	18,042		\$ 18,042	0.0007
16	Transportation		On-Going	Direct	3,500		\$ 3,500	0.0001
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29	Facility Safety Supplies	One Time		Generic	-		\$ -	0.0000
30	Building Maintenance and Supplies	One Time		Direct	654,280		\$ 654,280	0.0252
31	Postage		On-Going	Generic	65,000		\$ 65,000	0.0025
32	Interpreting/Translating		On-Going	Generic	-		\$ -	0.0000
33	Rent-Lease/Moving Expense		On-Going	Direct	366,383		\$ 366,383	0.0141
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. Mail		On-Going	Generic	22,000		\$ 22,000	0.0008
38	PA Printing Services		On-Going	Generic	8,000		\$ 8,000	0.0003
39	Legal Notices		On-Going	Generic	-		\$ -	0.0000
	Sub-Total				2,509,018		\$ 2,509,018	0.10

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE
 FY 15/16
 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	5,750		\$ 5,750	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	77,000		\$ 77,000	0.00
50	OASIS Financial Charges		On-Going	Direct	3,000		\$ 3,000	0.00
51	OASIS HRMS Charges		On-Going	Direct	30,000		\$ 30,000	0.00
52	County Annual Audit		On-Going	Direct	-		\$ -	-
53	County Personnel (HR)		On-Going	Direct	61,577		\$ 61,577	0.00
54	DPSS Contracting		On-Going	Direct	-		\$ -	-
55	Indirect Cost Rate Charge		On-Going	Generic	90,000		\$ 90,000	0.00
56	Capital Leases- Computer Equip		On-Going	Direct	9,333		\$ 9,333	0.00
57	Equipment-Other (Fixed Asset)	One Time		Direct	15,000		\$ 15,000	0.00
	Sub-total				293,660		\$ 293,660	0.01
Total PA Administrative Budget					\$ 7,087,024		\$ 7,087,024	0.27
Total PA Budget (Provider and Admin.Costs)					\$ 345,054,456			13.29
Percentage to Total Budget					97.95%		\$ 0	
Items included within the PA Admin Budget (No State Financial Participation)								
58	Provider Background Checks		On-Going	Direct	148,608		\$ 148,608	0.0057
59	Provider Medical Screening		On-Going	Direct	15,000		\$ 15,000	0.0006
Total Excluded Items					\$ 163,608		\$ 163,608	0.0063
Total PA Budget (Provider and Admin.Costs) less excluded items					\$ 344,890,848			\$ 13.29

* 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:\MRUISVCS\UNIT\FY1415\Accountant Programs\Public Authority\FY 1516 Budget\0_1516 County & State Budgets\State 1516\FY 1516 State Budget Package_Attachment A.xlsx\summary

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 15/16
 Attachment A

Line No.	Line Item	Item Description	FY 15/16 Budget
1	IP Wages:	Represent 25,957,560 projected annual service hours at a wage of \$11.50 per hour	\$ 298,511,940
2	IP Health Benefits:	Represent 25,957,560 projected annual services hours at a benefit rate of \$.60 per hour	\$ 15,574,536
3	IP Employer Taxes:	Represent 8% of total cost of 25,957,560 annual service hours at \$11.50 per hour	\$ 23,880,955
4	Admin. Salaries and Benefits:	Based on salaries per DPSS-HR, COLA, step increases and benefit ratio	\$ 4,284,347
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 = \$30,000 520820 Janitorial Costs = \$2,000 525320 Security Guard Services = \$33,475	\$ - \$ - \$ - \$ 60,000 \$ 2,000 \$ 33,475
7	Workstation/Furniture:	523680 Office Furniture	\$ -
8	Temporaries Svcs:	525500 Salary/Benefit Reimbursement For TAP costs 525340 TAP agency temp services	\$ 52,000 \$ -
9	1-800 Line:	520320 Approx. \$3,833.34 per mo for 12 months includes Solidus, NORSTAR, AT&T and SBC on-going costs (\$46,000) 520320 New Substitute Provider Phone Line \$0	\$ 46,000
10	Background Checks:	524580 Background checks -	\$ 148,608
11	Provider Medical Screenings:	525100 Provider Medical Screenings Estimate for FY 15/16	\$ 15,000
12	Provider/Consumer Training Mat'l	527860 Provider/Consumer Training Matl. & CPR/FIRST AID	\$ 20,000
13	Consultant Fees:	525440 Professional services estimated \$0	\$ -
14	Registry Software Maint: On-Going	521640 Maint. & support expenses for the Registry Software (New RFP estimate) \$60,000 521640 Maint. & support expenses for the Health Benefit Packages	\$ 60,000
15	Staff Training:	528140 Conferences and Registration Fees (Hotels) 528140 Caregiver Training Conferences 528140 PA Training \$10,000 (Includes monthly CAPA Staff, CWDA, Red Cross Instructor, Aging Conf, NASW, CICA)	\$ 18,042
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 = \$2,500 unexpected costs such as break-ins and damages 528920 (\$1,750+\$1,750+\$2,500+1,500 = \$7,500)	\$ 2,500 \$ 1,500
18	Communication-Cell Phone:	520230 Cell Phone service (22 units @ \$94.11 per month): 520230 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 117 minutes per unit)= \$77.22 Total \$7,129.32 (Amount adjusted to cover fluctuation in voice plan minute usage) Phone (22 units @ \$152=\$3,344) 520200 Communications 520250 Communications Equip / Installation (Facility Expansion) 520260 Live Scan Circuit Charges	\$ 24,344 \$ 500 \$ 116,762 \$ 10,800
19	Liability Insurance:	520930 CSAC Liability estimated insurance costs= \$70,000 per contract renewal County Liability Svcs Charge = \$0 estimated	\$ 70,000
20	Facility Improvement: One time	522310 Facility Improvements- (Tenant Improvements).	\$ 634,280
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)	\$ 9,000

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 15/16
 Attachment A

Line No.	Line Item	Item Description	FY 15/16 Budget
		529540 Utilities	\$ -
		529040 Private Mileage Reimbursement \$3,000	\$ 3,000
		527880 Training-Other \$1,500	\$ 53,500
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 \$13,000	\$ 20,000
26	Office Supplies: one-time	523700 Purchase of General office supplies \$21,624	\$ 21,624
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 \$500 523680 Phone Dialer System \$2,000 est. 523680 Office Equipment/Furniture 523840 Software Program > \$500	\$ 136,013 \$ 28,550 \$ 2,500 \$ 396,111 \$ 500
28	Office Equipment: On going	521360 Maint - Computer Equipment (IT) \$500 521380 Maint - Copier Equipment (\$8,500)	\$ 2,750 \$ 8,500
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. 19,000 consumers/providers households (\$18,000), Governing Board recruitment, mailings, training flyer, and regular correspondence (\$2,000) (18,000 + \$2,000 = \$20,000) Outreach & Communication for the Contract Care Transition	\$ 20,000 \$ 45,000
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 Admin Lease fee of \$2,160.42*12 = \$25,925 (\$339,157.92+\$25,925.31 = \$365,083)	\$ 1,300 \$ 365,083
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 \$1,000 523800 Printing Providers/Consumers Orientation introduction package \$1,000 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 est \$1,000	\$ 8,000
39	Legal Notices:	526410 Avg. Legal Notice est. at \$74.98 per hr. (for paralegal svcs)	\$ -

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 IHSS-PUBLIC AUTHORITY BUDGET AND RATE NARRATIVE
 FY 15/16
 Attachment A

			FY 15/16
Line No.	Line Item	Item Description	Budget
40	County Counsel:	524700 County Council/Deputy services (\$174 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	\$ 67,000
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 (\$479.17*12 = \$5,750)	\$ 5,750
47	County Delivery Svcs.	520270 FY 14/15 Mail Delivery and Central mail Services \$200 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, Admin Program) estimate	\$ 10,000
50	OASIS Financial :	525300 OASIS Financial System (Est. at \$250 per mo. * 12 = \$3,000)	\$ 3,000
51	OASIS HRMS:	525310 OASIS HRMS (PA staff for 26 payperiods) Estimated charges	\$ 30,000
52	County Annual Audit:	525440 County Annual Audit	\$ -
53	County Personnel:	537090 Co. HR Charges est. at \$52,377 536760 Audit & Acctg (\$346.81 * 26 PPs = \$9,017.06)	\$ 52,377 \$ 9,200
54	DPSS Contracting:	536740 DPSS Contracting charges	\$ -
55	Indirect Cost Rate:	536740 DPSS Indirect Cost Rate charges est. at \$90,000	\$ 90,000
56	Capital Leases- Computer Equip	532660 Facilities-Hardware	\$ 9,333
57	Equipment-Other (Fixed Asset)	546160 Equipment-Other (Fixed Asset)	\$ 15,000
Total PA Budget (Operating Costs)			\$ 2,802,678
Total FY 14/15 PA Budget			\$ 4,284,347
			\$ 7,087,024

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
IHSS-PUBLIC AUTHORITY BUDGET AND RATE
FUNDING SUMMARY
FY 15/16
Attachment A

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Provider Costs	\$ 337,967,431					
IHSS-Services PCSP	\$ 331,208,083	98.00%	331,208,083	2.00%	6,759,349	
IHSS-Services Non PCSP	\$ 6,759,349					
IHSS Services-Federal Share		50.00%	165,604,041	0%		165,604,041
IHSS Services-State Share		50.00%	165,604,041	100%	6,759,349	172,363,390
IHSS Services-County Share (MOE)		0.00%		0%		
Total Providers Costs	\$ 337,967,431	100%	331,208,083	100%	6,759,349	\$ 337,967,431
Total Public Authority Admin. Costs (exclude IP Background Checks & Medical Screening Costs)	\$ 1,647,877					
Public Authority Administration-PCSP	\$ 1,614,919	98.00%	1,614,919	2.00%	32,958	
Public Authority Administration-Non PCSP	\$ 32,958					
Public Authority Administration-Federal Share		50.00%	807,460	0%		807,460
Public Authority Administration-State Share		32.50%	524,849	65%	21,422	546,271
Public Authority Administration-County Share shifted to State		17.50%	282,611	35%	11,535	294,146
Total Public Authority Admin. Budget (exclude BC & MS)	\$ 1,647,877	100%	1,614,919	100%	32,958	\$ 1,647,877
Total IP Background Checks & Medical Screening Costs	\$ 163,608					
Public Authority Administration-PCSP	\$ 160,336	98.00%	160,336	2.00%	3,272	
Public Authority Administration-Non PCSP	\$ 3,272					
Public Authority Administration-Federal Share		50.00%	80,168			80,168
Public Authority Administration-State Share		0.00%				
Public Authority Administration-County Share shifted to State		50.00%	80,168	100%	3,272	83,440
Total IP Background Checks & Medical Screening Costs	\$ 163,608	100%	160,336	100%	3,272	\$ 163,608
Sub-Total Including Admin. Budget, IP BC & MS	\$ 1,811,485					
Public Authority Administration-PCSP	\$ 1,775,255	98%				
Public Authority Administration-Non PCSP	\$ 36,230			2%		
Public Authority Administration-Federal Share		50.00%	887,628	0%		887,628
Public Authority Administration-State Share		32.50%	524,849	65%	21,422	546,271
Public Authority Administration-County Share shifted to State		17.50%	362,779	35%	14,807	377,586
Sub-Total (Based on \$294,146 County MOE)	\$ 1,811,485	100%	1,775,255	100%	36,230	\$ 1,811,485

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	IHSS FUNDING RATIO	IHSS SHARE	TOTAL
Total Public Authority Overmatch	\$ 5,275,539					
Public Authority Administration-PCSP	\$ 5,170,028	98.00%	\$ 5,170,028			
Public Authority Administration-Non PCSP	\$ 105,511			2.00%	\$ 105,511	
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	\$ 5,275,539	100%	\$ 5,170,028	100%	\$ 105,511	\$ 5,275,539
Public Authority Administration-Federal Share		Composite Ratios				
Public Authority Administration-State Share		49.00%	3,420,941		51,700	3,472,642
Public Authority Administration-County Share Shifted to State		45.67%	3,161,563		75,233	3,236,796
Total Public Authority Admin. Budget	\$ 7,087,024	100%	\$ 6,945,284		\$ 141,740	\$ 7,087,024
Public Authority Administration-Federal Share		Composite Ratios				
Public Authority Administration-State Share		49.00%	169,024,983		51,700	169,076,683
Public Authority Administration-County Share		51.00%	169,128,383		6,849,389	175,977,772
Public Authority Administration-County Share		0.0%				
Grand Total Providers & Public Authority Admin. Budget	\$ 345,054,455	100%	\$ 338,153,366		\$ 6,901,089	\$ 345,054,455

FY 1516 PA Total Budget \$ 7,087,024

Funding Source	Ratio	PA Budget within County MOE	Overmatch	Sub-Total
Fed	49.0%	\$ 807,460	\$ 2,665,182	\$ 3,472,642
State	30.2%	\$ 546,271	\$ 2,773,965	\$ 3,320,236
County share shifted to State	20.8%	\$ 294,146	\$ -	\$ 294,146
Total	100.0%	\$ 1,647,877	\$ 5,439,147	\$ 7,087,024

Note(s):
The FY 1516 PA Admin county share of \$294,146 is included in the overall IHSS MOE amount of \$45,567,347.
The FY 1516 PA Budget of \$7,087,024 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 15/16

ATTACHMENT B

Line #	RIFMS 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	2,927,977	
2	1-1999	PAARC	22800	985101	518100		Budgeted Benefit	1,356,370	
								4,284,347	
Workers Comp Ins.									
3	1-1801	PAARC	22800	985101	517000		Workers Comp Insurance	5,750	
Appropriation 2								Sub-Total	4,290,097
4	2-2070	PAARC	22800	985101	520200		Communications	500	
5	2-2072	PAARC	22800	985101	520230		Cellular Phone Service	24,344	
6	2-2074	PAARC	22800	985101	520250		Communications Equip / Installation	116,762	
7		PAARC	22800	985101	520260		Computer Lines	10,800	
8	2-2076	PAARC	22800	985101	520270		County Delivery Service	500	
9	2-2081	PAARC	22800	985101	520320		Telephone Service (Includes AT&T & Solidus)	46,000	
10	2-2154	PAARC	22800	985101	520820		Janitorial Services	2,000	
11	2-2197	PAARC	22800	985101	520930		Insurance - Liability	70,000	
12	2-2201	PAARC	22800	985101	520945		Insurance - Property	-	
13	2-2264	PAARC	22800	985101	521360		Maint - Computer Equipment (IT)	2,750	
14	2-2265	PAARC	22800	985101	521380		Maint - Copier Machines	8,500	
15	2-2275	PAARC	22800	985101	521500		Maint - Motor Vehicles	-	
16	2-2284	PAARC	22800	985101	521640		Maint. Software License (Regis./Benefit/Others)	60,000	
17	2-2311	PAARC	22800	985101	522310		Maint - Buildings & Improvements	654,280	
18	2-2391	PAARC	22800	985101	523100		Memberships	17,000	
19		PAARC	22800	985101	523230		Misc. Exp-	5,976	
10	2-2432	PAARC	22800	985101	523300		Moving Expense	1,300	
21	2-2462	PAARC	22800	985101	523620		Books and Publications	-	
22	2-2463	PAARC	22800	985101	523640		Computer Equipment - (Non Fixed Asset)	164,563	
23	2-2465	PAARC	22800	985101	523680		Office Equipment - (Non Fixed Asset)	398,611	
24	2-2466	PAARC	22800	985101	523700		Office Supplies	41,624	
25	2-2469	PAARC	22800	985101	523760		Postage/Mailing	65,000	
26	2-2471	PAARC	22800	985101	523800		Printing/Binding	30,000	
27	2-2472	PAARC	22800	985101	523820		Subscriptions	300	
28	2-2473	PAARC	22800	985101	523840		Software Programs <\$5,000	500	
29	2-2520	PAARC	22800	985101	524580		Provider Background-Reference Service	150,608	
30	2-2513	PAARC	22800	985101	524700		County Counsel	1,000	
31	2-2515	PAARC	22800	985101	524740		County Support Services (CowCap)	-	
32		PAARC	22800	985101	524820		Engineering Services	500	
33		PAARC	22800	985101	524760		Data Processing Svcs-IT	-	
34	2-2530	PAARC	22800	985101	525100		Provider Medical Screenings	15,000	
35	2-2535	PAARC	22800	985101	525140		County Personnel Services	-	
36	2-2544	PAARC	22800	985101	525300		OASIS Financial Charge	3,000	
37		PAARC	22800	985101	525310		OASIS/HRMS Payroll Charge	30,000	
38	2-2545	PAARC	22800	985101	525320		Security Guard Services	33,475	
39	2-2546	PAARC	22800	985101	525340		Temporary Help Services (Agency Temps)	-	
40	2-2541	PAARC	22800	985101	525440		Professional Services - Other	-	
41	2-2555	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	52,000	
42	2-2652	PAARC	22800	985101	526410		Legally Required Notices	-	
43	2-2802	PAARC	22800	985101	526420		Advertising (providers & Staff Recruitment)	3,000	
44	2-2683	PAARC	22800	985101	526520		Rent-Lease Copiers	-	
45	2-2721	PAARC	22800	985101	526700		Buildings - Rent / Lease	365,083	
46	2-2723	PAARC	22800	985101	526720		Rent / Lease-Storage	-	
47	2-2845	PAARC	22800	985101	527860		Training - Materials	20,000	
48	2-2846	PAARC	22800	985101	527880		Training - Other (Staff Training)	51,500	
49	2-2904	PAARC	22800	985101	528140		Conference and Registration Fees (Hotels)	18,042	
50	2-2903	PAARC	22800	985101	528920		Car Pool Expense (4 Toyota Prius)	7,500	
51	2-2909	PAARC	22800	985101	529000		Miscellaneous Travel Expense (Meals)	9,000	
52	2-2911	PAARC	22800	985101	529040		Private Mileage Reimbursement	3,000	
53	2-2957	PAARC	22800	985101	529540		Utilities	-	
Appropriation 2								Sub-Total	2,484,018

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
 FISCAL-MRU
 IHSS-PUBLIC AUTHORITY ESTIMATE EXPENDITURES
 FY 15/16

ATTACHMENT B

Line #	RIFMIS Object Code	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts
54		PAARC	22800	985101	532640		Capital Lease-Facility (Copiers)	-
55		PAARC	22800	985101	532660		Capital Lease-Other (IT)	9,333
56	3-3802	PAARC	22800	985101	536740		Interfnd Exp-Admin supt direct	167,000
57		PAARC	22800	985101	536760		Interfnd Exp-Audit & Acctg	9,200
58		PAARC	22800	985101	537000		Interfnd Exp-Leases	-
59		PAARC	22800	985101	537080		Interfnd Exp-Misellaneous	60,000
60		PAARC	22800	985101	537090		Interfnd Exp-Personnel Svcs	52,377
Appropriation 3							Sub-Total	297,910
61	4-4209	PAARC	22800	985101	546080		Equipment - Computer & Software	
62	4-4225	PAARC	22800	985101	546160		Equipment - Other (Fixed Asset)	15,000
Appropriation 4							Sub-Total	15,000
Totals for Appropriation 2, 3, & 4							Sub-Total	2,796,928
Total Appropriation 1 through 4							Grand Total	\$ 7,087,024

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\UNIT\FY1415\Accountant Programs\Public Authority\FY 1516 Budget\0_1516 County & State Budgets\State 1516\FY 1516 Attachment B_Chart of Accounts_rev.xls\FY 1516

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RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES
 FY 1516 IHSS Public Authority Cash Account Projection

Attachment C

Description	FY 14/15												Year End			
	July	Aug	Sept	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr		May	Jun	Qtr 4
Expenditures:																
-Salaries and Benefits	357,029	357,029	357,029	357,029	357,029	357,029	1,071,087	357,029	357,029	357,029	1,071,087	357,029	357,029	357,029	1,071,087	4,284,347
-Operating Costs	207,001	207,001	207,001	207,001	207,001	207,001	621,004	207,001	207,001	207,001	621,004	207,001	207,001	207,001	621,004	2,484,018
-County Support Services	26,535	26,535	26,535	26,535	26,535	26,535	79,665	26,535	26,535	26,535	79,665	26,535	26,535	26,535	79,665	318,960
Total Cash Out	590,585	590,585	590,585	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	7,087,024
Federal/State																
County NCC Share (Special Revenue Fund)			1,771,756	1,771,756		1,771,756	1,771,756			1,771,756	1,771,756			1,771,756	1,771,756	7,087,024
Total Cash In			1,771,756	1,771,756		1,771,756	1,771,756			1,771,756	1,771,756			1,771,756	1,771,756	7,087,024
Operating Capital Requirement	590,585	1,181,171	(0)	(0)	1,181,171	(0)	(0)	590,585	1,181,171	(0)	(0)	590,585	1,181,171	(0)	(0)	1,087,024
Total Expenditures	590,585	590,585	590,585	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	7,087,024
NCC Transferred In																
Net Funds Needed	590,585	590,585	590,585	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	590,585	590,585	590,585	1,771,756	7,087,024
Reimbursement from Federal/State																
Fund Balance	590,585	1,181,171	-	-	1,181,171	-	-	590,585	1,181,171	-	-	590,585	1,181,171	-	-	7,087,024

Public Authority Special Revenue Fund Cash Statement

Increase Estimated Revenue	BU	Fund	Dept ID	Account	Description	Projected \$\$
	PAARC	22800	985101	760000	Fed-Public Assistance Admin Revenue	3,472,642
	PAARC	22800	985101	750300	CA-Public Assistance Admin Revenue	3,614,382
	PAARC	22800	985101	790600	Contributions from Other Funds	
Total						7,087,024
Total Estimated Revenue						7,087,024

Decrease in Fund Balance	BU	Fund	Dept ID	Account	Description	Projected \$\$
	RVCO	22800	985101	325100	Unreserved Fund Balance	
Total Decrease in Fund Balance						

Total Projection for Public Authority	Projected \$\$
	7,087,024

- 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: 03/23/15

BUDGET NARRATIVE

		Current Rate	Requested Rate	Difference
PA/NPC Hourly Rate:	1	\$13.17	\$13.29	\$0.12
PA/NPC Hourly Administrative Cost:	2	\$0.15	\$0.27	\$0.12
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 15/16

Projected yearly hours

25,957,560

#	ITEM	BUDGET	SERVICES	ADMIN	Portion of RATE
Provider Costs					
1	IP Wages = proj yearly hours @ \$11.50 per hr	298,511,940	\$ 298,511,940		11.50
2	IP Employer Taxes @ 8%	23,880,955	\$ 23,880,955		0.92
3	Health Benefits	15,574,536	\$ 15,574,536		0.60
		\$ -			0.00
	Total Provider Costs	\$ 337,967,431	\$ 337,967,431		13.02
Public Authority Administrative costs					
	Salaries & Benefits	\$ 4,290,097		\$ 4,290,097	0.1653
	Overhead Expenses	\$ 2,796,928		\$ 2,796,928	0.1078
	Total Public Authority Administrative costs	\$ 7,087,024		\$ 7,087,024	0.27
	TOTAL	\$ -	\$ -		\$ 13.29
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	\$ 337,967,431	+ \$ 7,087,024.00	/ \$ 25,957,560	= \$ 13.29
	Services Rate = Services Cost Divided by Total Hours	\$ 337,967,431	\$ -	/ \$ 25,957,560	= \$ 13.02
	Admin Rate = Admin Cost Divided by Total Hours		\$ 7,087,024.00	/ \$ 25,957,560	= \$ 0.27