

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



ITEM: 7.1  
(ID # 18809)

**MEETING DATE:**  
Tuesday, April 26, 2022

**FROM :** IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY:

**SUBJECT:** IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY: Approve the FY 22/23 Budget for the In-Home Supportive Services Public Authority. All Districts. [\$6,514,772 Total Cost; 48.9% Federal, 40.6% State, 10.5% Fund Balance]

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

1. Approve the FY 22/23 requested budget for the In-Home Supportive Services Public Authority (Attachment A); and
2. Authorize the Director of the Department of Public Social Services to submit the budget/rate package to the State for approval.

**ACTION:Policy**

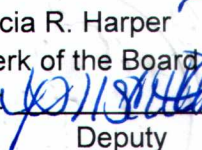
  
Eva Krottmayr 4/14/2022

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**MINUTES OF THE BOARD OF DIRECTORS**

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

Ayes: Jeffries, Spiegel, Perez, and Hewitt  
Nays: None  
Absent: Washington  
Date: April 26, 2022  
xc: Supportive Services, DPSS

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$6,514,772	\$0	\$6,514,772	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 48.9% Federal; 40.6% State; 10.5% Fund Balance			<b>Budget Adjustment:</b> No	
			<b>For Annual Year:</b> 22/23	

**C.E.O. RECOMMENDATION:** Approve

**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.

In FY 22/23, the Governor’s January proposed budget includes Public Authority administration funding of approximately \$27.6 million. The FY 22/23 PA administrative state allocation for Riverside County is estimated to remain similar to FY 21/22 at \$2,644,676. The overall total estimated PA administrative budget will be \$6,514,772. This includes federal funding of \$3,187,500, state funding of \$2,644,676, and one-time PA fund balance utilization of \$682,596.

The proposed budget supports the PA staffing level of 52 permanent full-time employees (FTEs) in FY 22/23. The PA’s budget may need to be revised based on the final budget adopted by the State. However, the proposed budget and associated rate package are required to be submitted to the State by the end of June. The PA is committed to maintaining quality core services in response to IHSS caseload growth while accommodating continuous quality measures and state-mandated initiatives in FY 22/23.

- Continued registration for the Electronic Services Portal (ESP) enrollment.
- Implementation of 100% direct deposit through the Electronic Services Portal.
- Continue to maintain and expand the provider back up system.
- Manage and match the growing number of recipients requesting caregivers.
- Enhance and expand caregiver training opportunities, including those established by Career Pathways.



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In order to maintain core services and respond to IHSS case needs, the proposed budget for FY 22/23 is estimated to be \$6,514,772, a net increase of \$147,930 when compared to the approved FY 21/22 PA budget.

The overall administrative rate for FY 22/23 is \$0.12 per hour, which is the same as the FY 21/22 approved PA administrative rate. The proposed budget includes the use of \$682,596 from the PA fund balance.

**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	48.9%
State	40.6%
Fund Balance	<u>10.5%</u>
TOTAL	100%

**ATTACHMENTS:**

- Attachment A - IHSS Public Authority Budget and Rate Summary
- Attachment B - IHSS Public Authority Estimated Expenditures
- Attachment C - IHSS Public Authority Cash and Fund Balance Projection

RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
IHSS PUBLIC AUTHORITY BUDGET AND RATE  
FUNDING SUMMARY  
FY 22/23  
Attachment A

FUNDING	TOTAL AMOUNT	PCSP FUNDING RATIO	PCSP SHARE	NON-PCSP FUNDING RATIO	NON-PCSP SHARE	TOTAL
<b>Total IHSS Provider Costs</b>	\$ 976,421,679					
IHSS Services - Personal Care Services Program (PCSP)	\$ 957,284,921	98.04%	\$ 957,284,921			
IHSS Services - Non-PCSP	\$ 19,136,758			1.96%	\$ 19,136,758	
<b>Pre-MOE</b>						
IHSS Services - Federal Share		48.93%	\$ 468,373,399	0.00%	\$ -	\$ 468,373,399
IHSS Services - State Share		40.60%	\$ 388,610,444	65.00%	\$ 12,438,893	\$ 401,049,336
IHSS Services - County Share		10.48%	\$ 100,301,078	35.00%	\$ 6,697,865	\$ 106,998,944
<b>Total IHSS Provider Costs</b>	\$ 976,421,679	100.00%	\$ 957,284,921	100.00%	\$ 19,136,758	\$ 976,421,679
<b>Public Authority Administration Costs - Within State Allocation</b>	\$ 5,208,694					
<b>(excluding Provider Background Checks &amp; Medical Screening Costs)</b>						
Public Authority Administration - PCSP	\$ 5,106,609	98.04%	\$ 5,106,609			
Public Authority Administration - Non-PCSP	\$ 102,084			1.96%	\$ 102,084	
Public Authority Administration - Federal Share		45.00%	\$ 2,564,018	0.00%	\$ -	\$ 2,564,018
Public Authority Administration - State Share		55.00%	\$ 2,542,592	100.00%	\$ 102,084	\$ 2,644,676
Public Authority Administration - Fund Balance Share		0.00%	\$ -	0.00%	\$ -	\$ -
<b>Public Authority Administration Costs - Within State Allocation</b>	\$ 5,208,694	100.00%	\$ 5,106,609	100.00%	\$ 102,084	\$ 5,208,694
<b>Public Authority Overmatch - Costs Exceeding State Allocation</b>						
<b>(excluding Provider Background Checks &amp; Medical Screening Costs)</b>						
Public Authority Administration - PCSP	\$ -	98.04%	\$ -			
Public Authority Administration - Non-PCSP	\$ -			1.96%	\$ -	
Public Authority Administration - Federal Share		49.23%	\$ 623,482	0.00%	\$ -	\$ 623,482
Public Authority Administration - State Share		0.00%	\$ -	0.00%	\$ -	\$ -
Public Authority Administration - Fund Balance Share		50.77%	\$ 643,096	100.00%	\$ -	\$ 643,096
<b>Public Authority Overmatch - Over State Allocation</b>	\$ -	100.00%	\$ 1,266,578	100.00%	\$ -	\$ 1,266,578
<b>Provider Background Checks &amp; Medical Screening Costs</b>	\$ 39,500					
<b>(not eligible for Federal or State funding)</b>						
Public Authority Administration - PCSP	\$ 38,726	98.04%	\$ 38,726			
Public Authority Administration - Non-PCSP	\$ 774			1.96%	\$ 774	
Public Authority Administration - Federal Share		0.00%	\$ -	0.00%	\$ -	\$ -
Public Authority Administration - State Share		0.00%	\$ -	0.00%	\$ -	\$ -
Public Authority Administration - Fund Balance Share		100.00%	\$ 38,726	100.00%	\$ 774	\$ 39,500
<b>Provider Background Checks &amp; Medical Screening Costs</b>	\$ 39,500	100.00%	\$ 38,726	100.00%	\$ 774	\$ 39,500
		<b>Composite Ratios</b>		<b>Composite Ratios</b>		
Public Authority Administration - Federal Share		48.93%	\$ 3,187,500	0.00%	\$ -	\$ 3,187,500
Public Authority Administration - State Share		40.60%	\$ 2,542,592	99.25%	\$ 102,084	\$ 2,644,676
Public Authority Administration - Fund Balance Share		10.48%	\$ 681,822	0.75%	\$ 774	\$ 682,596
<b>Total Public Authority Administration Budget</b>	\$ 5,248,194	100.00%	\$ 6,411,913	100.00%	\$ 102,859	\$ 6,514,772
		<b>Composite Ratios</b>		<b>Composite Ratios</b>		
Public Authority Administration - Federal Share		48.93%	\$ 471,560,900	0.00%	\$ -	\$ 471,560,900
Public Authority Administration - State Share		40.60%	\$ 391,153,035	65.18%	\$ 12,540,977	\$ 403,694,012
Public Authority Administration - Fund Balance Share		10.48%	\$ 100,982,900	34.82%	\$ 6,698,639	\$ 107,681,539
<b>Grand Total - IHSS Provider &amp; Public Authority Administration Budget</b>	\$ 981,669,873	100.00%	\$ 963,696,835	100.00%	\$ 19,239,617	\$ 982,936,451

Funding Source	Ratio	PA Budget Within State Allocation	Background Checks & Medical Screening Costs	Overmatch	Total
Federal	48.9%	\$ 2,564,018	\$ -	\$ 623,482	\$ 3,187,500
State	40.6%	\$ 2,644,676	\$ -	\$ -	\$ 2,644,676
Fund Balance	10.5%	\$ -	\$ 39,500	\$ 643,096	\$ 682,596
<b>Total</b>	<b>100.0%</b>	<b>\$ 5,208,694</b>	<b>\$ 39,500</b>	<b>\$ 1,266,578</b>	<b>\$ 6,514,772</b>

Note:  
The FY 22/23 PA Budget of \$8,079,772 does not include the contracted IHSS/PA MOU, BUS, IEHP amounts of \$ 1,565,000.

Prepared by: Jewels Caldera  
Prepared Date: 3/1/2021



**RIVERSIDE COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES  
FINANCE AND FORECASTING DIVISION - MANAGEMENT REPORTING UNIT  
IHSS PUBLIC AUTHORITY ESTIMATED EXPENDITURES**

Department ID 985101

Fund 22800

FY 22/23

ATTACHMENT B

Line #	Bus. Unit	Fund	Dept ID	Account	Program Code	Description	Projected Amounts	
<b>Salaries and Benefits</b>								
1	PAARC	22800	985101	510040		Regular Salaries	4,156,924	
2	PAARC	22800	985101	510320		Temporary Salaries	177,847	
3	PAARC	22800	985101	510420		Overtime	100,000	
4	PAARC	22800	985101	510500		Standby Pay	65,000	
5	PAARC	22800	985101	510520		Bilingual Pay	40,000	
6	PAARC	22800	985101	518100		Budgeted Benefits	2,457,353	
7	PAARC	22800	985101	519999		Salary Savings	(269,348)	
							<b>6,727,776</b>	
<b>Workers Compensation Insurance</b>								
8	PAARC	22800	985101	517000		Workers Compensation Insurance	50,337	
<b>Appropriation 1</b>							<b>Sub-Total</b>	<b>6,778,113</b>
9	PAARC	22800	985101	520230		Cellular Phone Service	40,000	
10	PAARC	22800	985101	520260		Computer Lines	5,000	
11	PAARC	22800	985101	520320		Telephone Service	5,000	
12	PAARC	22800	985101	520820		Janitorial Services	3,120	
13	PAARC	22800	985101	520940		Insurance - Other	130,000	
14	PAARC	22800	985101	521360		Maintenance - Computer Equipment	1,000	
15	PAARC	22800	985101	521380		Maintenance - Copier Machines	1,500	
16	PAARC	22800	985101	523100		Memberships	30,000	
17	PAARC	22800	985101	523230		Miscellaneous Expense (Advisory Committee)	5,976	
18	PAARC	22800	985101	523620		Books and Publications	500	
19	PAARC	22800	985101	523640		Computer Equipment - Non Fixed Assets	5,400	
20	PAARC	22800	985101	523680		Office Equipment - Non Fixed Assets	6,650	
21	PAARC	22800	985101	523700		Office Supplies	8,000	
22	PAARC	22800	985101	523800		Printing / Binding	5,000	
23	PAARC	22800	985101	523820		Subscriptions	300	
24	PAARC	22800	985101	523840		Computer Equipment - Software	13,100	
25	PAARC	22800	985101	524580		Background - Reference Service	1,500	
26	PAARC	22800	985101	524680		Consultants - Computer Programs	58,800	
27	PAARC	22800	985101	524790		ISF RivCo Pro Cost Allocation	1,223	
28	PAARC	22800	985101	524920		Health/Hospital Services	2,500	
29	PAARC	22800	985101	525080		Temporary Assistance Pool Services	3,744	
30	PAARC	22800	985101	525100		Medical - Lab Services (Provider Medical Screenings)	38,000	
31	PAARC	22800	985101	525320		Security Guard Services	3,900	
32	PAARC	22800	985101	525500		Salary/Benefit Reimbursement	30,780	
33	PAARC	22800	985101	525840		RCIT Device Access	323,482	
34	PAARC	22800	985101	526420		Advertising (Provider / Staff Recruitment)	15,000	
35	PAARC	22800	985101	526700		Buildings - Rent / Lease	167,465	
36	PAARC	22800	985101	527280		Awards / Recognition	2,000	
37	PAARC	22800	985101	527670		Supplies - ISF Costs	161	
38	PAARC	22800	985101	527730		Shipping Supplies	15,000	
39	PAARC	22800	985101	527860		Training - Materials	2,000	
40	PAARC	22800	985101	527880		Training - Other	25,000	
41	PAARC	22800	985101	528140		Conference and Registration Fees	2,940	
42	PAARC	22800	985101	528920		Car Pool Expense	15,000	
43	PAARC	22800	985101	529000		Miscellaneous Travel Expenses	14,724	
44	PAARC	22800	985101	529040		Private Mileage Reimbursement	3,000	
45	PAARC	22800	985101	529540		Utilities	-	
<b>Appropriation 2</b>							<b>Sub-Total</b>	<b>986,765</b>
46	PAARC	22800	985101	536740		Interfund Expenditures - Admin Support (Indirect)	150,000	
47	PAARC	22800	985101	536760		Interfund Expenditures - Audit and Accounting Fees	7,352	
48	PAARC	22800	985101	537020		Interfund Exp-Legal Services ISF	1,137	
49	PAARC	22800	985101	537040		Interfund Exp-Maintenance	2,204	
50	PAARC	22800	985101	537080		Interfund Expenditures - Miscellaneous	-	
51	PAARC	22800	985101	537090		Interfund Expenditures - Personnel Services	64,201	
52	PAARC	22800	985101	537120		Interfund Expenditures - Professional & Special Services	50,000	
53	PAARC	22800	985101	537240		Interfund Exp-Utilities	40,000	
54	PAARC	22800	985101	537290		Interfund Expenditures - RivcoPRO Cost Allocation	-	
<b>Appropriation 3</b>							<b>Sub-Total</b>	<b>314,894</b>
<b>Totals for Appropriation 2, 3, &amp; 4</b>							<b>Sub-Total</b>	<b>1,301,659</b>
<b>Grand Total</b>							<b>\$ 8,079,772</b>	



**RIVERSIDE COUNTY DEPARTMENT OF SOCIAL SERVICES  
FY 22/23 IHSS PUBLIC AUTHORITY CASH & FUND BALANCE PROJECTION  
ATTACHMENT C**

FY 22/23 Cash Flow Projection																	
Description	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr	May	Jun	Qtr 4	FY 22/23 Total
<b>Expenditures:</b>																	
Salaries and Benefits	(378,604)	(378,604)	(378,604)	(1,135,811)	(395,813)	(395,813)	(395,813)	(1,187,438)	(447,441)	(447,441)	(447,441)	(1,342,322)	(499,068)	(499,068)	(499,068)	(1,497,205)	(5,162,776)
Operating Costs	(72,363)	(72,363)	(72,363)	(217,088)	(75,652)	(75,652)	(75,652)	(226,956)	(85,520)	(85,520)	(85,520)	(256,559)	(95,387)	(95,387)	(95,387)	(286,162)	(986,765)
County Support Services	(26,784)	(26,784)	(26,784)	(80,351)	(28,001)	(28,001)	(28,001)	(84,003)	(31,653)	(31,653)	(31,653)	(94,960)	(35,306)	(35,306)	(35,306)	(105,917)	(365,231)
<b>Total Cash Out</b>	<b>(477,750)</b>	<b>(477,750)</b>	<b>(477,750)</b>	<b>(1,433,250)</b>	<b>(499,466)</b>	<b>(499,466)</b>	<b>(499,466)</b>	<b>(1,498,398)</b>	<b>(564,614)</b>	<b>(564,614)</b>	<b>(564,614)</b>	<b>(1,693,841)</b>	<b>(629,761)</b>	<b>(629,761)</b>	<b>(629,761)</b>	<b>(1,889,284)</b>	<b>(6,514,772)</b>
<b>Revenue:</b>																	
Federal Reimbursement	-	-	701,250	701,250	-	-	733,125	733,125	-	-	828,750	828,750	-	-	924,375	924,375	3,187,500
State Reimbursement	-	-	581,829	581,829	-	-	608,275	608,275	-	-	687,616	687,616	-	-	766,956	766,956	2,644,676
County NCC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Cash In</b>	<b>-</b>	<b>-</b>	<b>1,283,079</b>	<b>1,283,079</b>	<b>-</b>	<b>-</b>	<b>1,341,401</b>	<b>1,341,401</b>	<b>-</b>	<b>-</b>	<b>1,516,366</b>	<b>1,516,366</b>	<b>-</b>	<b>-</b>	<b>1,691,331</b>	<b>1,691,331</b>	<b>5,832,176</b>
<b>Fund Balance Decrease/(Increase)</b>	<b>477,750</b>	<b>477,750</b>	<b>(805,329)</b>	<b>160,171</b>	<b>499,466</b>	<b>499,466</b>	<b>(841,935)</b>	<b>166,997</b>	<b>564,614</b>	<b>564,614</b>	<b>(951,752)</b>	<b>177,475</b>	<b>629,761</b>	<b>629,761</b>	<b>(1,061,570)</b>	<b>197,953</b>	<b>682,596</b>
<b>Operating Capital Requirement</b>	<b>(477,750)</b>	<b>(955,500)</b>	<b>(2,716,329)</b>	<b>(2,716,329)</b>	<b>(3,215,794)</b>	<b>(3,715,260)</b>	<b>(5,556,127)</b>	<b>(5,556,127)</b>	<b>(6,120,740)</b>	<b>(6,685,354)</b>	<b>(8,766,333)</b>	<b>(8,766,333)</b>	<b>(9,396,095)</b>	<b>(10,025,856)</b>	<b>(12,346,948)</b>	<b>(12,346,948)</b>	<b>(12,346,948)</b>
																	<b>(6,514,772)</b>

FY 21/22 Fund Balance Projection																		
Description	Beginning Balance	July	Aug	Sept	Qtr 1	Oct	Nov	Dec	Qtr 2	Jan	Feb	Mar	Qtr 3	Apr	May	Jun	Qtr 4	FY 22/23 Total
Funds Needed (Total Expenditures)		(477,750)	(477,750)	(477,750)	(1,628,693)	(499,466)	(499,466)	(499,466)	(1,628,693)	(564,614)	(564,614)	(564,614)	(1,628,693)	(629,761)	(629,761)	(629,761)	(1,628,693)	(6,514,772)
NCC Transferred In		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Net Funds Needed</b>		<b>(477,750)</b>	<b>(477,750)</b>	<b>(477,750)</b>	<b>(1,628,693)</b>	<b>(499,466)</b>	<b>(499,466)</b>	<b>(499,466)</b>	<b>(1,628,693)</b>	<b>(564,614)</b>	<b>(564,614)</b>	<b>(564,614)</b>	<b>(1,628,693)</b>	<b>(629,761)</b>	<b>(629,761)</b>	<b>(629,761)</b>	<b>(1,628,693)</b>	<b>(6,514,772)</b>
Federal & State Reimbursement		-	-	1,283,079	1,283,079	-	-	1,341,401	1,341,401	-	-	1,516,366	1,516,366	-	-	1,691,331	1,691,331	5,832,176
<b>Fund Balance Increase/(Decrease)</b>		<b>(477,750)</b>	<b>(477,750)</b>	<b>805,329</b>	<b>(345,614)</b>	<b>(499,466)</b>	<b>(499,466)</b>	<b>841,935</b>	<b>(287,292)</b>	<b>(564,614)</b>	<b>(564,614)</b>	<b>951,752</b>	<b>(112,327)</b>	<b>(629,761)</b>	<b>(629,761)</b>	<b>1,061,570</b>	<b>62,638</b>	<b>(682,596)</b>
<b>Total Fund Balance</b>	<b>1,246,471</b>	<b>768,721</b>	<b>290,971</b>	<b>1,096,300</b>	<b>(345,614)</b>	<b>596,834</b>	<b>97,368</b>	<b>939,303</b>	<b>(287,292)</b>	<b>374,689</b>	<b>(189,924)</b>	<b>761,828</b>	<b>(112,327)</b>	<b>132,067</b>	<b>(497,695)</b>	<b>563,875</b>	<b>62,638</b>	<b>563,875</b>

**Public Authority Special Revenue Fund (22800)**

Estimated FY 22/23 Revenue	Fund	Dept ID	Account	Description	Projected \$\$
	22800	985101	760000	Fed-Public Assistance Admin Revenue	3,187,500
	22800	985101	750300	CA-Public Assistance Admin Revenue	2,644,676
					<b>5,832,176</b>

Decrease in Fund Balance	Fund	Dept ID	Account	Description	Projected \$\$
	22800	985101	370100	Unassigned Fund Balance - Projected FY 21/22 Beginning Balance	1,246,471
	22800	985101	370100	Unassigned Fund Balance - Projected FY 21/22 Decrease in Fund Balance	(682,596)
	22800	985101	370100	Unassigned Fund Balance - Projected FY 21/22 Ending Balance	563,875

Total Projection for Public Authority	Fund	Dept ID	Account	Description	Projected \$\$
	22800	985101	5xxxx	Total Expenditures	(6,739,772)
	22800	985101	760000	Fed-Public Assistance Admin Revenue	3,187,500
	22800	985101	750300	CA-Public Assistance Admin Revenue	2,644,676
	22800	985101	370100	Unassigned Fund Balance - Used to Pay Expenditures	682,596
	22800	985101		IHEP	150,000
	22800	985101		BUS	75,000

**Note:**  
Because claims are submitted on a quarterly basis, there is an estimated delay of up to two months for reimbursement from the State.