

**SOCIAL SERVICES**  
**Budget Unit 501**

**Sherry Huss**

**Director of Social Services**

**PROGRAM DESCRIPTION**

The Department of Social Services administers a variety of human service programs that promote the welfare of persons in Shasta County through income maintenance, employment and training programs, crisis intervention, protection, and prevention services. The budget unit funds the salary and benefits of casework and support staff, administrative overhead, and operating expenses necessary to administer the programs, which include:

CalWORKS/Welfare to Work	Children & Family Services
Food Stamps	Adoptions
Medi-Cal	Foster Home Licensing & Placement
County Medical Services Program	Adult Protective Services
General Assistance	In-Home Supportive Services
	Public Guardian

Program activities involve eligibility determination, emergency response, case management, information systems, fiscal services, administrative and clerical support. The CalWORKs function emphasizes employment facilitated by job readiness training and remedial education. Fraud investigation activities are contracted to the District Attorney's Office.

Administration of the Social Service programs is funded by a combination of state and federal sources (94 percent), charges for service and miscellaneous revenue (1 percent), statutorily required County General Fund contribution (1 percent), and utilization of available Department fund balance (4 percent).

**BUDGET REQUESTS**

The requested budget is submitted at \$36.37 million, an increase of 2.1 percent from the previous fiscal year. General fund contributions for this budget unit total \$381,333 the same as the previous fiscal year. Salaries and benefits have increased ten percent overall from FY 2003-2004 due to increases in health insurance costs and Workers Compensation rates. The department has requested an add/delete of the following positions: 1) add a Personnel Assistant; and 2) delete a vacant Fair Hearings Officer position.

Fixed asset requests have been submitted for four vehicles totaling \$53,625.

\$15,015.00	1 Van – Children & Family Services
11,797.00	1 Car – Children & Family Services (LINCS)
<u>26,812.50</u>	1 Car, 1 Van – Children & Family Services (LINCS)
\$53,625.00	

## **SUMMARY OF RECOMMENDATIONS**

The CAO recommends the position request for Personnel Assistant be denied.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

The Governor's January budget proposal suggests a slight increase in the CalWORKs Single Allocation. The state projects a one percent caseload increase and intends to fund social services programs, considering spending in Employment Services to be an investment. However, work participation requirements will tighten, making the proposal challenging to pass through state budget committees.

California has also proposed pursuing a federal funding waiver to apply federal foster care funds for flexible child welfare purposes. However, Congress has indicated a reluctance to grant further state waivers beyond the Title IV and Title XIX waivers already granted. Many states have not completed their evaluations and have received extensions, thus making it difficult for Congressional committees to measure the success of outstanding waiver programs such as Welfare, Medicaid, Food Stamp, and Child Welfare.

## **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

---

## **FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The submitted changes for this budget unit include a withdrawal of the Welfare-to-Work match for a total of \$1 million. The county share of the statewide planning allocation is approximately \$1 million short of last year. Salaries and benefit costs have been reduced and currently 32 positions remain vacant. The department has made over \$4 million in cuts to all programs and realized \$1.2 million in subsequent expenditures. This supplemental proposal assumes no use of fund balance. Projected Realignment and the Trans In General fund have covered the CalWORKs and APS MOE's and all program matches.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 501 SOCIAL SERVICES ADMINISTRATION						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: PUBLIC ASSISTANCE ADMIN						
FUND:0140 SOCIAL SERVICES						
.						
.						
.						
SALARIES AND BENEFITS	16812000	18131993	18,131,993	21,453,388	21,160,880	21,160,880
SERVICES AND SUPPLIES	7272675	8251677	8,188,260	7,508,447	7,388,663	7,388,663
OTHER CHARGES	8600630	8605972	7,480,975	8,056,393	7,231,562	7,231,562
FIXED ASSETS	115354	86918	73,732	53,625	53,625	53,625
INTRAFUND TRANSFERS	-930202	-779009	-529,163	-664,178	-504,254	-504,254
OTHER FINANCING USES	45389	1509593	1,500,000	0	0	0
TOTAL EXPENDITURES*****	\$31915846	\$35807144	\$34,845,797	\$36,407,675	\$35,330,476	\$35,330,476
REVENUE FROM MONEY & PROPERTY	83105	50000	15,107	150,000	150,000	150,000
INTERGOVERNMENTAL REVENUES	31308867	31240842	30,556,548	33,408,626	31,160,306	31,160,306
CHARGES FOR SERVICES	216485	201685	346,468	430,321	430,513	430,513
MISCELLANEOUS REVENUES	23583	11012	9,521	7,500	32,884	32,884
OTHR FINANCING SOURCES TRAN IN	864715	410228	410,012	410,228	3,564,661	3,564,661
OTHER FINANCING SRCS SALE F/A	1803	2000	721	1,000	1,100	1,100
TOTAL REVENUES*****	\$32498557	\$31915767	\$31,338,378	\$34,407,675	\$35,339,464	\$35,339,464
SOCIAL SERVICES ADMINISTRATION EXP OVER (UNDER) REV	\$-582711	\$3891377	\$3,507,419	\$2,000,000	\$-8,988	\$-8,988
=====	=====	=====	=====	=====	=====	=====

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
50100 011000	BASE SALARIES & BENEFITS					7,684,701
50100 011000	BASE SALARIES & BENEFITS					7,684,700
50100 011000	ADD	1	1.00	SOCIAL WORKER	19	26,097
Account Total 011000						15,395,498
50100 018100	BASE SALARIES & BENEFITS					1,226,889
50100 018100	ADD	1	1.00	SOCIAL WORKER	19	1,996
Account Total 018100						1,228,885
50100 018201	BASE SALARIES & BENEFITS					1,616,283
50100 018201	ADD	1	1.00	SOCIAL WORKER	19	1,827
Account Total 018201						1,618,110
50100 018300	BASE SALARIES & BENEFITS					2,887,742
50100 018300	ADD	1	1.00	SOCIAL WORKER	19	4,750
Account Total 018300						2,892,492
50100 018400	BASE SALARIES & BENEFITS					120,471
50100 018400	ADD	1	1.00	SOCIAL WORKER	19	196
Account Total 018400						120,667
50100 018500	BASE SALARIES & BENEFITS					342,526
50100 018500	ADD	1	1.00	SOCIAL WORKER	19	557
Account Total 018500						343,083

**SOCIAL SERVICES  
OPPORTUNITY CENTER  
Budget Unit 530**

---

**Sherry Huss**

**Director of Social Services**

**PROGRAM DESCRIPTION**

The Opportunity Center (OC) offers vocational rehabilitation services, including employment training and job placement opportunities in-house and with local employers, to persons with disabilities in Shasta County. The program provides janitorial, mail, photocopying, and microfilming services for County departments as well as assembly and packaging services for community customers. Community business contracts provide work for persons with disabilities and generate income to offset expenses while providing the mandated training ground for vocational rehabilitation services. Funding is also received from the State Department of Rehabilitation. No County General Fund dollars are used to support this program.

**BUDGET REQUESTS**

Several program changes are required in FY 2004-2005 to balance the Opportunity Center budget. Some services will be eliminated and employees shifted to other production floor projects. The submitted budget reflects an elimination of the CalWORKs Job Coaching program due to budget cuts within the DSS. In addition, the job coach position will be terminated and the current/new clients will be served by existing staff. One staff position and the vacant Employment Services Instructor (ESI) position will be eliminated. One ESI will be reassigned to a new project. Client benefit payments have not been suspended and the population continues to grow making it necessary to increase the Client Payroll line item and payroll taxes.

Employer share of retirement costs have increased approximately 400 percent. County share of health insurance has increased 58 percent seriously impacting the department's salaries and benefits cost despite the elimination of two positions.

A fixed asset request (\$10,000) has been submitted for the matching cost of a grant funded wheelchair accessible van.

The FY 2004-2005 budget is balanced through the use of \$30,900 in fund balance.

**SUMMARY OF RECOMMENDATIONS**

The CAO recommends the FY 2004-2005 budget as requested.

## **PENDING ISSUES AND POLICY CONSIDERATIONS**

The Department of Rehabilitation is requiring that all supported employment groups be changed from a minimum of three persons per crew to a minimum of four persons per crew. The increase in the number of persons served does not include a corresponding increase in funding. These changes will be made by July 1, 2004. Additionally, many of the services currently administered by the Department of Rehabilitation will be transitioning to the Department of Developmental Services on July 1, 2004. It is uncertain at this time what effect this will have on our programs and funding long-term. In the interim, no rate changes or program changes are expected in FY 2004-2005.

## **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

## **FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. The submitted budget reflects an elimination of the CalWORKs Job Coaching program due to budget cuts within the Department of Social Services. In addition, the job coach position will be terminated and existing staff will serve current and new clients. The Employment Services Instructor position will also be terminated. Client benefit payments have not been suspended and the population continues to grow making it necessary to increase the Client Payroll line item and payroll taxes.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 530 OPPORTUNITY CENTER						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0120 OPPORTUNITY CENTER						
.						
.						
SALARIES AND BENEFITS	1942132	2201606	2,169,718	2,514,629	2,389,149	2,389,149
SERVICES AND SUPPLIES	1415116	1341701	1,329,110	1,235,575	1,252,199	1,252,199
OTHER CHARGES	1114397	1312987	1,311,455	1,228,262	1,332,392	1,332,392
FIXED ASSETS	62448	70745	30,131	10,000	10,000	10,000
INTRAFUND TRANSFERS	-1456954	-1497146	-1,251,192	-1,164,765	-1,104,765	-1,104,765
TOTAL EXPENDITURES*****	\$3077139	\$3429893	\$3,589,222	\$3,823,701	\$3,878,975	\$3,878,975
REVENUE FROM MONEY & PROPERTY	1629	-500	-467	-1,500	-1,500	-1,500
INTERGOVERNMENTAL REVENUES	1910668	2208870	2,105,524	2,299,197	2,282,197	2,282,197
CHARGES FOR SERVICES	1125774	1208298	1,337,467	1,494,804	1,517,947	1,517,947
MISCELLANEOUS REVENUES	10407	9250	9,576	300	300	300
OTHER FINANCING SRCS SALE F/A	7348	148095	148,144	0	0	0
TOTAL REVENUES*****	\$3055825	\$3574013	\$3,600,243	\$3,792,801	\$3,798,944	\$3,798,944
OPPORTUNITY CENTER EXP OVER (UNDER) REV	\$21314	\$-144120	\$-11,021	\$30,900	\$80,031	\$80,031
=====	=====	=====	=====	=====	=====	=====

**SOCIAL SERVICES  
COUNTY INDIGENT CASES  
Budget Unit 540**

**Sherry Huss**

**Director of Social Services**

**PROGRAM DESCRIPTION**

State law requires each County to provide General Assistance (GA) to individuals who have no other income or means of support and are not eligible for other categorical assistance, such as Supplemental Security Income/State Supplementary Program (SSI/SSP) or Temporary Assistance to Needy Families. General Assistance is considered a program of last resort. Assistance payments and administrative costs are both funded solely by the County.

There are three groups of General Assistance recipients: "General Relief (GR) Cash Grant-Incapacitated," "GR Cash Grant-Employable," and "Interim Assistance." The "GR Incapacitated" program provides payment for individuals deemed by a physician to be temporarily incapacitated. Generally, such temporary incapacity is limited to three months or less. The "GR Employable" program provides employment, training and work experience to recipients. Employable recipients are eligible to participate for only three out of each twelve months. "Interim Assistance" provides payments to those individuals meeting General Assistance eligibility criteria who also have a disability. However, the applicant must apply for Federal SSI/SSP, and be awaiting a decision on such an application before Interim Assistance will be granted.

**BUDGET REQUESTS**

The FY 2004-2005 budget request of \$736,548 is 8.7 percent less than the previous fiscal year. The caseload has increased three percent since the beginning of the fiscal year. The department has attempted to control benefits by continuing to narrow eligibility requirements; reducing the monthly grant 8.7 percent on March 1, 2004; and maintaining the flow of collections for the Social Security Administration.

**SUMMARY OF RECOMMENDATIONS**

No modification to the department's request is recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget.



COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 540 COUNTY INDIGENT CASES						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: GENERAL RELIEF						
FUND:0140 SOCIAL SERVICES						
.						
.						
.						
SERVICES AND SUPPLIES	168063	160305	160,000	150,305	190,000	190,000
OTHER CHARGES	641212	649876	614,939	587,243	612,293	612,293
INTRAFUND TRANSFERS	-2794	-3300	-2,362	-1,000	-2,000	-2,000
TOTAL EXPENDITURES*****	\$806482	\$806881	\$772,576	\$736,548	\$800,293	\$800,293
OTHR FINANCING SOURCES TRAN IN	806881	806881	806,881	736,548	800,293	800,293
TOTAL REVENUES*****	\$806881	\$806881	\$806,881	\$736,548	\$800,293	\$800,293
COUNTY INDIGENT CASES EXP OVER (UNDER) REV	\$-399	\$0	\$-34,305	\$0	\$0	\$0
=====	=====	=====	=====	=====	=====	=====

**SOCIAL SERVICES  
WELFARE CASH AID PAYMENTS  
Budget Unit 541**

**Sherry Huss**

**Director of Social Services**

**PROGRAM DESCRIPTION**

This budget unit accounts for the funds to the Welfare Cash Aid entitlement programs. Cash aid payments are funded by a combination of state and federal grants, and a statutorily required County General Fund contribution. The programs include several categories of Temporary Assistance to Needy Families (TANF): Family Group, Unemployed, Foster Care, Severely Emotionally Disturbed (SED) Foster Care; Aid for Adoption and the county share of cost for In-Home Supportive Services (IHSS) provider payments.

**BUDGET REQUESTS**

Expenditures and revenues for this budget unit total \$38 million respectively. This total represents a 6.9 percent increase from the previous fiscal year. The County general fund contribution is \$3.9 million an approximate increase of 1.5 percent from the previous fiscal year.

There are no fixed assets or new positions requested for this budget unit.

**SUMMARY OF RECOMMENDATIONS**

No modification to the department's request is recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

The Governor's January budget recommends retention of the county share of child support collected by Child Support Services. The Shasta County portion of collected child support is approximately \$450,000 per year. Retention of these funds would increase the costs of CalWORKs and Foster Care Programs.

The Governor's January budget also suggests changes to IHSS, namely the discontinuance of the state-only Residual Program. This would result in unknown savings because many of the IHSS recipients will continue to be eligible for the federally funded portion of IHSS. The Residual Program recipients will not necessarily become ineligible for IHSS and may simply find a provider other than their current family member. Savings for FY 2004-2005 are not projected due to the potential loss of the county share of child support collections and potential group home placement increases for foster youth, if Crystal Creek Camp is closed.

The SB 163 Wraparound program implementation is expected by July 1, 2004. Multi-

Dimensional Treatment Foster Care and Wraparound will share the 12 approved slots. There is no additional cost to Wraparound; the state allows a more flexible use of placement funding to improve child outcomes.

If Crystal Creek camp closes, there will be approximately 25 youth who may have to be relocated to group home placement. The cost for group home placements is paid by the Assistance budget unit. A level 14 group home placement costs \$6,317 per month with a possible rate increase for FY 2004-2005. At the current rate, 25 placements would incur a cost of \$1.9 million. The county share for these placements would total \$1.1 million (60 percent).

Expenditures for Severely Emotionally Disturbed Children (SED) program include \$76,285 in non-reimbursable costs. The Department of Social Services is reimbursed for SED costs only when the child is in residential placement. The one child currently placed in a SED slot is a Ward in a detention facility and therefore not eligible for Foster Care funding (general fund expenditure).

The Governor's January budget recommends restructuring rates for foster care and a five percent reduction in CalWORKs grants. The CalWORKs caseload is 3,140 with an average monthly grant of \$498. A five percent reduction in grants will reduce the average grant to approximately \$473. Net savings are minimal due to the low county share of cost (2.5 percent).

#### **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

#### **FINAL BOARD ACTION**

The submitted changes for this budget unit include an increase in expenditures of \$34,770 in non-reimbursable costs for the Severely Emotionally Disturbed Children (SED) program. Camp expenditures have been reduced by a total of \$108,704. This supplemental proposal assumes the use of \$2,028,719 of fund balance. The department is requesting an additional \$8,885 to cover the county share of the CalWORKs 2.75 percent cost of living allowance to recipients.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 541 WELFARE CASH AID PAYMENTS						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: AID PROGRAMS						
FUND:0140 SOCIAL SERVICES						
.						
.						
.						
OTHER CHARGES	34931785	37043804	37,043,804	38,061,523	40,615,320	40,615,320
TOTAL EXPENDITURES*****	\$34931785	\$37043804	\$37,043,804	\$38,061,523	\$40,615,320	\$40,615,320
INTERGOVERNMENTAL REVENUES	31247451	33144027	33,144,027	34,091,413	37,666,850	37,666,850
OTHR FINANCING SOURCES TRAN IN	3899777	3899777	3,899,777	3,970,110	919,751	919,751
TOTAL REVENUES*****	\$35147228	\$37043804	\$37,043,804	\$38,061,523	\$38,586,601	\$38,586,601
WELFARE CASH AID PAYMENTS EXP OVER (UNDER) REV	\$-215444	\$0	\$0	\$0	\$2,028,719	\$2,028,719
=====	=====	=====	=====	=====	=====	=====

**HOUSING AND COMMUNITY ACTION PROGRAMS  
HOUSING AUTHORITY  
Budget Unit 543**

---

**Larry Lees**

**Housing/Community Action Programs Director**

**PROGRAM DESCRIPTION**

The Housing Authority administers the Section 8 Housing Assistance Payments Program through a contract with the U.S. Department of Housing and Urban Development (HUD). Monthly rental assistance payments are made directly to landlords on behalf of low-income tenants. Eligibility is limited to families and the elderly or disabled. There are presently 644 tenant-based vouchers in this program. The Housing Authority assists local efforts to provide affordable housing opportunities to low-income residents.

Two additional social service programs are provided Section 8 clients: Family Self Sufficiency (FSS) provides mentoring and referral services to assist families in achieving economic self-sufficiency and the Family Unification Program (FUP) provided subsidized housing so that divided families can be reunited.

Expenditures within this budget unit are funded by the Federal Department of Housing and Urban Development. There is no County General Fund cost to the program. Payments of \$2.6 million made by the Housing Authority directly to landlords within the County are not reflected in this budget.

**BUDGET REQUESTS**

Program expenses continue to be fully funded by federal funds. No County General Fund appropriation is sought.

**SUMMARY OF RECOMMENDATIONS**

No modification to the department's request is recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 543 HOUSING AUTHORITY						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0060 GENERAL						
.						
.						
.						
SALARIES AND BENEFITS	282999	338020	319,772	348,056	348,056	348,056
SERVICES AND SUPPLIES	120442	125480	100,075	125,705	125,705	125,705
OTHER CHARGES	37568	76014	66,014	1,947	1,947	1,947
FIXED ASSETS	3196	0	0	4,000	4,000	4,000
INTRAFUND TRANSFERS	-13972	-55731	-62,182	-34,497	-34,497	-34,497
APPROP FOR CONTINGENCY	0	0	0	20,000	20,000	20,000
TOTAL EXPENDITURES*****	\$430233	\$483783	\$423,678	\$465,211	\$465,211	\$465,211
INTERGOVERNMENTAL REVENUES	427003	482761	423,602	465,211	465,211	465,211
OTHER FINANCING SRCS SALE F/A	3230	0	77	0	0	0
TOTAL REVENUES*****	\$430233	\$482761	\$423,678	\$465,211	\$465,211	\$465,211
HOUSING AUTHORITY EXP OVER (UNDER) REV	\$0	\$1022	\$0	\$0	\$0	\$0
=====	=====	=====	=====	=====	=====	=====

**VETERANS SERVICE OFFICE  
Budget Unit 570**

---

**David J. Lanford**

**Veterans Service Officer**

**PROGRAM DESCRIPTION**

The Shasta County Veterans Service Office (VSO) was established pursuant to Section 970 of the California Military Veterans Code. The VSO assists over 20,000 veterans and their dependents residing within the County in obtaining a variety of benefits from the State Department of Veterans Affairs and the U.S. Department of Veterans Affairs. Services include filing for veteran's disability compensation benefits, pension benefits, widow's pensions, vocational rehabilitation, education, home loans, adaptive housing grants, medical and psychological treatment, counseling, life insurance, long term care and burial benefits. The non service-connected pensions for low income and homeless war era veterans are much like Supplemental Security Income (SSI) in that they are based on income and disability factors. This program has been very successful in helping to remove veterans from aid programs such as General Assistance and Temporary Assistance for Needy Families (TANF). The VSO also assists veterans and their eligible dependents with obtaining educational entitlements and special adaptive housing and auto grants. The program is funded by the State Department of Veterans' Affairs (26 percent), and a County General Fund subsidy (79 percent).

**BUDGET REQUESTS**

The requested budget reflects an increase of \$40,588 (23 percent) due to a request to fill the Senior Veterans Representative position that has been vacant since 2002.

No new fixed assets are requested. The unreimbursed cost borne by the County General Fund has increased to \$178,728.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 570 VETERANS SERVICE OFFICER						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: VETERANS' SERVICES						
FUND:0060 GENERAL						
.						
.						
.						
SALARIES AND BENEFITS	144510	133514	128,073	146,176	186,764	186,764
SERVICES AND SUPPLIES	35762	44312	31,217	34,267	34,267	34,267
OTHER CHARGES	5843	6020	6,020	4,697	4,697	4,697
APPROP FOR CONTINGENCY	0	1294	0	0	0	0
OTHER FINANCING USES	56	0	0	0	0	0
TOTAL EXPENDITURES*****	\$186170	\$185140	\$165,309	\$185,140	\$225,728	\$225,728
INTERGOVERNMENTAL REVENUES	66838	47000	70,780	47,000	47,000	47,000
TOTAL REVENUES*****	\$66838	\$47000	\$70,780	\$47,000	\$47,000	\$47,000
VETERANS SERVICE OFFICER EXP OVER (UNDER) REV	\$119332	\$138140	\$94,529	\$138,140	\$178,728	\$178,728
=====	=====	=====	=====	=====	=====	=====



**COMMUNITY ACTION AGENCY**  
**Budget Unit 590**

**Larry Lees**

**Housing/Community Action Programs Director**

**PROGRAM DESCRIPTION**

The Community Action Agency (CAA) budget unit supports a variety of social service programs that aid senior citizens and the low-income population. Activities include the "pass-through" of \$250,000 in funds to nonprofit agencies, down payment loans for first time homebuyers, owner-occupied housing rehabilitation, and the Retired and Senior Volunteer Program (RSVP).

The CAA serves as staff and liaison to the Emergency Food and Shelter Program (EFSP), Emergency Housing Assistance Program (EHAP), and Community Action Agency local advisory boards. The CAA includes an AmeriCorps\*Vista (Volunteers in Service to America) program. CAA also administers the HOME Investment Partnerships Program, which offers down payment loans for first-time homebuyers in the unincorporated area of the County and the city of Anderson. The second activity funded by the HOME program provides loans to low-income homeowners for owner-occupied housing rehabilitation in the unincorporated area of the County.

The budget unit is supported by state and federal grants (94 percent), marriage license fees that flow to the Shasta County Women's Refuge (1.9 percent), fees, charges for service, contributions and miscellaneous revenue (2.4 percent), and a County General Fund appropriation (1.7 percent).

Not included in this budget are payments made directly to nonprofit agencies by other governmental entities in the amount of \$77,878 for the Emergency Housing Assistance Program and \$112,920 for the Emergency Food and Shelter Program.

The County Down Payment Assistance appropriation increased by \$160,000, which reflects an increase in the amount of grant funds carried forward from FY 2003-2004 to FY 2004-2005.

**BUDGET REQUESTS**

Due to the loss of CalWORKs literacy contracts effective June 30, 2002, and the unavailability of other funding sources to sustain the program, the decision was made to delete on .6 FTE Volunteer Coordinator position in adult literacy effective January 8, 2005.

The County General Fund Contribution of \$27,088 supports the contract with Planning and Service Area 2 (PSA 2) to maintain and enhance programs and services for all older Americans.

**SUMMARY OF RECOMMENDATIONS**

No modification to the department's request is recommended.

**PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

**DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with the recommended budget.

---

**FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY TH B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 590 COMMUNITY ACTION AGENCY						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0060 GENERAL						
.						
.						
.						
SALARIES AND BENEFITS	222731	255205	252,565	295,256	295,256	295,256
SERVICES AND SUPPLIES	234294	218595	196,781	224,206	224,206	224,206
OTHER CHARGES	742041	1299442	888,720	1,074,468	1,234,478	1,234,478
INTRAFUND TRANSFERS	-40545	0	0	0	0	0
TOTAL EXPENDITURES*****	\$1158520	\$1773242	\$1,338,065	\$1,593,930	\$1,753,940	\$1,753,940
LICENSES, PERMITS & FRANCHISES	28803	30000	28,345	30,000	30,000	30,000
INTERGOVERNMENTAL REVENUES	438587	1650007	1,095,675	1,497,588	1,657,598	1,657,598
CHARGES FOR SERVICES	20635	0	314	200	200	200
MISCELLANEOUS REVENUES	652312	68213	218,436	39,054	39,054	39,054
TOTAL REVENUES*****	\$1140337	\$1748220	\$1,342,770	\$1,566,842	\$1,726,852	\$1,726,852
COMMUNITY ACTION AGENCY EXP OVER (UNDER) REV	\$18184	\$25022	\$-4,705	\$27,088	\$27,088	\$27,088
=====	=====	=====	=====	=====	=====	=====

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
59000 011000	BASE SALARIES & BENEFITS					212,378
59000 011000	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-8,813
Account Total 011000						203,565
59000 018100	BASE SALARIES & BENEFITS					16,938
59000 018100	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-674
Account Total 018100						16,264
59000 018201	BASE SALARIES & BENEFITS					19,808
59000 018201	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-542
Account Total 018201						19,266
59000 018300	BASE SALARIES & BENEFITS					41,202
59000 018300	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-2,968
Account Total 018300						38,234
59000 018400	BASE SALARIES & BENEFITS					1,660
59000 018400	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-66
Account Total 018400						1,594
59000 018500	BASE SALARIES & BENEFITS					4,721
59000 018500	DELETE	1	0.60	VOLUNTEER COORDINATOR	12	-188
Account Total 018500						4,533

**CDBG ADMINISTRATION/HOUSING AND COMMUNITY ACTION PROGRAMS  
HOUSING REHABILITATION  
Budget Unit 596**

---

**Larry Lees**

**Housing/Community Action Programs Director**

**PROGRAM DESCRIPTION**

The Housing Rehabilitation/Community Development Block Grant (CDBG) Administration acquires resources and administers rehabilitation and repair activities funded by the CDBG Program for homes owned and occupied by low-income persons. Services are offered in targeted areas throughout the County. Administration of the City of Anderson's CDBG loan portfolio is provided via contract with the City of Anderson.

Included in this budget is a grant allocation received from the State of California Department of Housing and Community Development for the purpose of implementing a microenterprise assistance program. A microenterprise is a business with fewer than five employees.

This department also administers planning and technical assistance grants for housing and economic development. Included in this budget request is a grant to plan an economic development resource alignment strategy for Shasta County and a grant to conduct a housing conditions study.

The department manages an outstanding loan portfolio of more than \$3 million. As these funds are repaid to the County, they become "program income" and are recycled into programs in the form of low interest loans and other activities. The repaid funds also support a Housing Repair Technician who makes minor repairs to the housing of senior citizens.

The budget unit is supported by a combination of federal and local government revenues (82 percent), interest on payments, retained earnings, and miscellaneous fees and revenue (18 percent). Not reflected in this budget are the low interest housing rehabilitation loans that total \$250,000.

**BUDGET REQUESTS**

Unallocated salary savings, in the amount of \$40,429, is due to one vacant Housing Programs Technician position that will not be funded until the amount of CDBG activity delivery administrative revenue increases.

No fixed assets are requested. Total expenditures in excess of revenue are funded by retained earnings from the principal payments to loans receivable. There is no County General Fund cost to this budget.

### **SUMMARY OF RECOMMENDATIONS**

No modification to the department's request is recommended.

### **PENDING ISSUES AND POLICY CONSIDERATIONS**

None.

### **DEPARTMENT HEAD CONCURRENCE OR APPEAL**

The department head concurs with this budget as recommended.

---

### **FINAL BOARD ACTION**

Adopted as presented in the Proposed Budget and as amended in the Supplemental Budget. A request to add one Housing Loan Specialist and delete one vacant Housing Programs Technician has been submitted. Financing for the Loan Specialist position will be from federal sources.

COUNTY OF SHASTA SCHEDULE 9

REVENUES AND EXPENDITURES  
STATE OF CALIFORNIA  
BUDGET UNIT FINANCING SUMMARY  
BUDGET FOR THE FISCAL YEAR 2004 - 2005

STATE CONTROLLER COUNTY BUDGET ACT (1985)	ACTUAL EXP/REV 2002-2003	ACTUAL BUDGET 2003-2004	ACTUAL EXP/REV 2003-2004	BUDGET REQUESTS 2004-2005	CAO RECOMMENDS 2004-2005	ADOPTED BY THE B O S 2004-2005
=====	=====	=====	=====	=====	=====	=====
UNIT TITLE: 596 CDBG ADMIN/REHAB						
FUNCTION: PUBLIC ASSISTANCE						
ACTIVITY: OTHER ASSISTANCE						
FUND:0197 SHASTA HOUSING REHAB						
.						
.						
SALARIES AND BENEFITS	191769	155591	150,861	215,856	247,839	247,839
SERVICES AND SUPPLIES	266062	457047	370,025	447,438	479,635	479,635
OTHER CHARGES	7687	89660	14,513	14,160	83,307	83,307
INTRAFUND TRANSFERS	-200086	-160811	-155,949	-220,819	-252,909	-252,909
TOTAL EXPENDITURES*****	\$265433	\$541487	\$379,449	\$456,635	\$557,872	\$557,872
REVENUE FROM MONEY & PROPERTY	22354	25000	74,201	41,000	41,000	41,000
INTERGOVERNMENTAL REVENUES	200789	463019	311,857	373,462	464,003	464,003
CHARGES FOR SERVICES	498	1000	1,822	1,000	1,000	1,000
MISCELLANEOUS REVENUES	0	0	1	0	0	0
OTHR FINANCING SOURCES TRAN IN	6300	0	0	0	0	0
TOTAL REVENUES*****	\$229941	\$489019	\$387,880	\$415,462	\$506,003	\$506,003
CDBG ADMIN/REHAB EXP OVER (UNDER) REV	\$35492	\$52468	\$-8,431	\$41,173	\$51,869	\$51,869
=====	=====	=====	=====	=====	=====	=====

...Org Key Object	Type of Change	# of Pos	FTE	Class Title	Number of Pay Periods	Amount
=====	=====	=====	=====	=====	=====	=====
59600 011000	BASE SALARIES & BENEFITS					163,802
59600 011000	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	23,318
59600 011000	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-28,226
Account Total 011000						158,894
59600 018100	BASE SALARIES & BENEFITS					14,870
59600 018100	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	1,784
59600 018100	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-2,159
Account Total 018100						14,495
59600 018201	BASE SALARIES & BENEFITS					18,843
59600 018201	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	1,449
59600 018201	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-1,736
Account Total 018201						18,556
59600 018300	BASE SALARIES & BENEFITS					22,580
59600 018300	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	4,760
59600 018300	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-7,494
Account Total 018300						19,846
59600 018400	BASE SALARIES & BENEFITS					1,458
59600 018400	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	175
59600 018400	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-212
Account Total 018400						1,421
59600 018500	BASE SALARIES & BENEFITS					4,145
59600 018500	ADD	1	1.00	HOUSING LOAN SPECIALIST	19	497
59600 018500	DELETE	1	1.00	HOUSING PROGRAM TECHNICIAN	26	-602
Account Total 018500						4,040