

## County of Chatham

CHATHAM COUNTY  
DEPARTMENT OF SOCIAL SERVICES

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Jennie Kristiansen, Director

Social Services Board:  
Richard Edwards  
Thomas Droke

Carl Thompson, Sr.

ORGANIZED 1770

707 SQUARE MILES

### Chatham County Board of Social Services Session Meeting Minutes January 19, 2022

Members in attendance: Richard Edwards, Chair; Thomas Droke, Vice Chair; Valerie Broadway, Member; Carl Thompson, Member; Cecil Wilson, Member; Jennie Kristiansen, Director; LeAnn McKoy, Planner/Evaluator, and Nancy Burgess, Executive Assistant.

Richard Edwards called the meeting to order.

Valerie Broadway motioned to approve the open session December minutes, with a second motion from Tom Droke; all in favor.

Valerie Broadway motioned to approve the closed session December minutes, with a second motion from Cecil Wilson; all in favor

Ms. Broadway asked a question regarding the Food and Nutrition Services Program (FNS) and the new division at NC DHHS (Division of Child and Family Well Being). Ms. Kristiansen reported that FNS will be the first program at DSS to move to the new division on February 23, 2022.

Ms. Kristiansen requested that the DSS Board approve the purging of economic services records for the Medicaid, Low Income Energy Assistance Program, Food and Nutrition Services, Childcare Subsidy, Child Support Enforcement, and TANF (Work First Family Assistance Programs) pursuant to the current NC DHHS Controller's Office Attachment to Memorandum entitled "NC DHHS Records Retention and Disposition Schedule for Grants." The document was downloaded on 1/19/22 and will be attached to the January Minutes for Board reference. According to the schedule the following records can be disposed:

- Medicaid Program records through state fiscal year (SFY) 2010 (retain SFY 2011 and after)
- LIEAP records through SFY 2014 (retain SFY 2015 and after)
- FNS/SNAP through SFY 2015 (retain SFY 2016 and after)
- TANF through SFY 2009 (retain SFY 2010 and after)
- DCDEE (Childcare Subsidy) through SFY 13 (retain SFY 2014 and after)
- Child Support Enforcement through SFY 15 (retain SFY 2015 and after)

Carl Thompson motioned to approve the purging of documents, with a second motion from Tom Droke; all in favor.

The board reviewed the monthly data report. CPS timeliness had 26 accepted reports in November. One case was initiated outside of timeframe, with a timeliness of 96%. The case was only outside of time

frame by an hour as the social worker agreed to meet with the family after the children were home from school.

### **Economic Services Updates**

Funds were still available for the Low-Income Household Water Assistance Program (LIHWAP). As of 1/12/22, \$4,100 had been spent of an almost \$69,000 allocation. All three priority groups were able to be served. Priority groups one and two were people who were already disconnected or in danger of disconnection. Priority group three included anyone who needed assistance paying a bill that was income eligible.

Applications for the Crisis Intervention Program and Low-Income Energy Assistance Program were still being taken. As of the week of 01/07/22, 608 applications had been taken (fiscal year to date) with approximately \$19,000 in funds available for CIP and \$61,000 left in LIEAP. The total CIP allocation was \$135,000 and LIEAP was \$133,000.

The childcare subsidy program continued to remove children from the waitlist. Revised allocations were released. Preliminary amounts indicated that Chatham County is scheduled to receive a larger allocation than originally budgeted (approximately \$89,000 additional). During November and December 25 children were approved for care and 36 additional families were contacted, however, they did not respond, no longer needed care, or were not eligible. Rev. Thompson asked how many children were remaining on the waitlist. Ms. Kristiansen stated that there are 25 families who have been contacted and are in the eligibility process. She will confirm if any children are remaining on the waitlist.

There were several new developments pertaining to the Food and Nutrition Services Program. As previously mentioned the FNS program will transition from the Division of Social Services to the Division of Child and Family Well-Being on February 23, 2022. While FNS COVID waivers had been in place for almost two years, DHHS had yet to be notified of approval for a February extension.

NC DSS was recently informed by USDA that extensions for people who receive FNS benefits with a six-month certification period should only have happened one time. NC developed a plan to address this issue over the next 6 months.

NC was awarded \$500,000 from Benefit Data Trust to improve FNS services. The improvement plan involves a three-pronged approach. First, data matching will be used to identify individuals enrolled in one economic assistance program who appear to be eligible but not enrolled in others. Second, the data matching information will be utilized to learn more about people who are eligible with the goal of developing tailored outreach strategies. Third, the Division will pursue initiatives to make it easier for families to enroll in benefits for which they are eligible.

### **Family Services**

Additional information was released the week of January 7<sup>th</sup> related to the Medicaid foster care plan. The plan will include coverage for both parents and children when children enter foster care. Every child will be assigned to a care manager. Recent changes to the plan are caseload requirements for care managers and contact requirements for children. The Foster Care plan must have processes in place for escalating network capacity issues (e.g., lack of available services or residential care). The plan will tentatively go live in December 2023.

The state budget bill included language to remove the cap on the number of available slots for the Special Assistance In-Home program. This program was designed to help people remain in their home and required the recipient to be Medicaid eligible. The costs of the program are covered using county

and federal dollars. Chatham County was allocated 30 slots and has been largely able to serve anyone who is eligible.

The 2021 Christmas Wishes and Dreams Programs were very successful. Approximately 371 children and 67 adults were served.

**Agency Updates**

The DSS Staff Meeting will be held on Tuesday January 1/25/22. Ms. Kristiansen will send out an agenda with meeting link and the panel questions to all board members.

There was a motion to adjourn from the open session and enter a closed session to discuss information that is confidential under state law and not considered public record under NC Public Records Law from Cecil Wilson with a second motion from Valerie Broadway: all in favor.


The next meeting will be held virtually on February 16, 2022 via GoToMeeting at 3:00pm.

  
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Chair

02 / 16 / 2022

Date

  
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Secretary

2/16/22

Date

