

## **MORTON COUNTY SOCIAL SERVICE BOARD MEETING AGENDA**

**June 26, 2018**

**Morton County Commission Room**

**Morton County Court House**

**210 2<sup>nd</sup> Avenue NW, Mandan, North Dakota**

**10:00 am**

**Call to Order**

**Approval of Agenda**

**Approval of Minutes from the Previous Meeting**

**Approval of June 2018 Bills**

**Budget Review**

**Bonita Moch - HCBS and Child Care Provider Licensure Supervisor**

Adult Services Report

Foster Care Report

Child Care Report

**Brenda Peterson - Eligibility Supervisor**

SNAP Report and Statistics

Economic Assistance Program Activity Report

Unduplicated Economic Assistance Caseload Report

**Natalie Anderson - Foster Care Supervisor**

Foster Care/In-Home Caseload Report

Social Worker Case Management and Parent Aide Case Report

**Jenny Wetsch - Child Protection Supervisor**

Child Protection Services Report

Monthly Child Protection Assessments

BCSS Law Enforcement Emergency Removal and ND SFN-960 Forms

**Dennis Meier - Morton County Social Services Director**

Emergency Temp Position for Foster Care Licensing (Review)

Emergency Temp Position for Child Protection Services (Review)  
Emergency Temp Position for Eligibility Unit (Review)

Review of MCSS Indigent Burial (GA) Policy

2019 MCSS Projected Budget (Draft)

SB 2206 Updates

**ADJOURN**

**Certain portions of the meeting may be closed due to Executive Session for confidentiality reasons per NDCC 44-04-19.2.**

**Next Board Meeting: Tuesday, July 24, 2018 10:00am**

## **MORTON COUNTY SOCIAL SERVICE BOARD MINUTES**

**DATE:** May 22, 2018

**TIME:** 10:10 a.m.

**BOARD MEMBERS PRESENT:** Del Wetsch, Ron Leingang, Ernie Fitterer, and Andy Zachmeier

**BOARD MEMBERS ABSENT:** Rose Mary Lawson

**OTHERS PRESENT:** Dennis Meier, MCSS Director, Brittany Slack, Office Assistant III

The meeting was called to order by Chairperson, Del Wetsch. A motion was made by Board member, Ernie Fitterer, to approve the May 22nd, 2018 Agenda and the April 24th, 2018 Board Meeting Minutes. Board member, Andy Zachmeier, seconded the motion. All voted in favor. Motion Carried.

Board Member, Andy Zachmeier, made a motion to approve all May 2018 bills except for the flower bill stemming from the Region VII Foster Care Recruitment/Retention Coalition. Board Member, Ernie Fitterer, seconded the motion.

Board member, Ron Leingang, moved to approve all May 2018 bills. Board Member, Ernie Fitterer, seconded the motion, Chairperson, Del Wetsch, called a roll call vote. Voting aye: Board Member, Ernie Fitterer, and Board Member, Ron Leingang. Voting nay: Board Member, Andy Zachmeier. Motion Carried.

Board Member, Ernie Fitterer, has decided not to pursue reappointment on the MCSS board. His term will expire the end of June 2018. His final Board meeting will be June 26, 2018. Morton County will advertise for Mr. Fitterer's replacement.

### **BUDGET REVIEW**

Dennis Meier, MCSS Director, distributed the Expenditure Guideline for April 2018 to the Board Members. Discussion followed. Total April 2018 Social Service Expenditures were \$222,473.77.

### **ADULT SERVICES REPORT**

Bonita Moch, Supervisor of HCBS and Child Care Provider Licensure, distributed Current Case Count for Adult Services, Foster Homes, CSHS, and Child Care Providers for April 2018.

### **INCOME MAINTENANCE UNIT REPORT**

Brenda Peterson, Eligibility Supervisor, distributed the Summary of SNAP statistics for April 2018; Summary of Economic Assistance Program Activity report from April 1, 2018 through April 31, 2018 and Unduplicated Economic Assistance Caseload Report from May 1, 2017 through May 1, 2018. Brenda Peterson, Eligibility Supervisor, is still working to fill 1 remaining Eligibility Worker position.

### **FOSTER CARE/IN-HOME REPORT**

Natalie Anderson, Foster Care Supervisor, distributed the Foster Care/In-Home Caseload Total Report from October 2017 through April 2018. Social Worker Case Management and Parent Aide Case Totals from October 2017 through April 2018 were also distributed.

## **CHILD PROTECTION SERVICES REPORT**

Jenny Wetsch, CPS Supervisor, distributed the Monthly Child Protection Assessments from January 2016 through April 2018 and Morton County Child Protection Reports from April 1, 2018 through April 30, 2018. Also discussed was the outcome of the State Review of Region VII CPS, Foster Care and In-Home Services.

## **DIRECTOR'S REPORT**

### **Emergency Temp Positions for Foster Care Licensing and Child Protection Services**

Dennis Meier, MCSS Director, will continue to provide the board with monthly updates regarding expenditures utilized to fund both emergency temp positions.

### **Emergency Temp Position for Income Maintenance Unit (Review)**

Dennis Meier, MCSS Director, discussed the need for continuing the approval for the Emergency Temp Eligibility Worker through June 2018. Discussion followed.

Board Member, Ernie Fitterer, moved to approve the Emergency Temp Position for the Income Maintenance Unit through June 2018. Board Member, Andy Zachmeier, seconded the motion. All voted in favor. Motion carried.

Dennis Meier, MCSS Director, distributed a 2019 Budget Memo from Dawn Rhone, Morton County Auditor. Discussion followed.

### **Kristen Cox, Increasing Efficiency and Effectiveness Presentation (Video)**

Dennis Meier, MCSS Director, showed a video presentation. Discussion followed.

Total number of MCSS cases all programs combined for April 2018 is as follows: Current cases = 3708, opened cases = 217 and closed cases = 164.

Board member, Ron Leingang, motioned to adjourn the meeting. Board member, Andy Zachmeier, seconded the motion. All voted in favor. Motion carried.

The next Board Meeting is Tuesday, June 26, 2018 at 10:00 a.m.

Meeting adjourned at 11:37 a.m.

Documents provided to the Morton County Social Services Board on this date will be made available to the public upon request.

Del Wetsch  
Chairperson

Brittany Slack  
Office Assistant III

Morton County

Expenditure Report with Detail Options

Account Mask: ?????????? Fiscal Year: 2018-2018 From Date: 5/1/2018 To Date: 5/31/2018  
 Exclude PR encumbrance  Include pre encumbrance  Print accounts with zero balance  
 Account Number / Description Expended PTD Original Budget Amended Budget Expended YTD Encumbered YTD Unexpended Bal % Used  
 SOCIAL WELFARE FUND

SOCIAL SERVICES DEPARTMENT													
207.450.6101 / SALARIES	\$162,187.04	\$0.00	\$2,132,715.92	\$800,910.92	\$0.00	\$1,331,805.00	37.55%						
207.450.6102 / DEFERRED COMP. BENEFIT	\$437.00	\$0.00	\$6,993.46	\$2,185.00	\$0.00	\$4,808.46	31.24%						
207.450.6111 / ON CALL SALARIES	\$210.00	\$0.00	\$2,738.00	\$675.00	\$0.00	\$2,063.00	24.65%						
207.450.6121 / PAID OVERTIME	\$27.24	\$0.00	\$8,000.00	\$1,303.25	\$0.00	\$6,696.75	16.29%						
207.450.6211 / HEALTH INSURANCE	\$27,042.06	\$0.00	\$326,875.00	\$133,976.38	\$0.00	\$192,898.62	40.99%						
207.450.6221 / FICA MATCH	\$11,716.81	\$0.00	\$164,509.22	\$57,851.45	\$0.00	\$106,657.77	35.17%						
207.450.6241 / WORKMENS COMPENSATION	\$0.00	\$0.00	\$6,500.00	\$3,658.74	\$0.00	\$2,841.26	56.29%						
207.450.6251 / UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$2,040.00	\$0.00	\$0.00	\$2,040.00	0.00%						
207.450.6300 / NDPERS DEF. BENEFIT	\$21,507.58	\$0.00	\$296,612.74	\$109,579.31	\$0.00	\$187,033.43	36.94%						
207.450.6321 / PROPERTY & LIABILITY INSURAN	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%						
207.450.6339 / MEMBERSHIP'S & REGISTRATIONS	\$777.00	\$0.00	\$3,500.00	\$997.00	\$0.00	\$2,503.00	28.49%						
207.450.6341 / TRAVEL EXPENSE	\$112.76	\$0.00	\$25,000.00	\$5,070.86	\$0.00	\$19,929.14	20.28%						
207.450.6343 / REPAIRS AND MAINTENANCE	\$9,618.98	\$0.00	\$26,000.00	\$17,962.17	\$0.00	\$8,037.83	69.09%						
207.450.6351 / UTILITIES	\$1,499.71	\$0.00	\$19,000.00	\$8,439.30	\$0.00	\$10,560.70	44.42%						
207.450.6359 / POSTAGE	\$0.00	\$0.00	\$6,000.00	\$1,362.95	\$0.00	\$4,637.05	22.72%						
207.450.6360 / MOBILE COMMUNICATIONS	\$261.89	\$0.00	\$3,300.00	\$1,046.37	\$0.00	\$2,253.63	31.71%						
207.450.6361 / TELEPHONE	\$946.47	\$0.00	\$8,000.00	\$3,137.29	\$0.00	\$4,862.71	39.22%						
207.450.6381 / COPIER EXPENSE	\$0.00	\$0.00	\$5,678.00	\$3,517.84	\$0.00	\$2,160.16	61.96%						
207.450.6401 / OFFICE SUPPLIES	\$472.00	\$0.00	\$7,500.00	\$2,229.58	\$0.00	\$5,270.42	29.73%						
207.450.6412 / SUPPLIES-COMPUTER	\$0.00	\$0.00	\$1,200.00	\$578.96	\$0.00	\$621.04	48.25%						
207.450.6459 / CLIENT AID	\$67.06	\$0.00	\$7,250.00	\$857.96	\$0.00	\$6,392.04	11.83%						
207.450.6651 / CAPITAL OUTLAY-EQUIPMENT	\$0.00	\$0.00	\$25,000.00	\$3,757.57	\$0.00	\$21,242.43	15.03%						
207.450.6904 / GA BURIALS	\$0.00	\$0.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	0.00%						
207.450.6905 / SAFETY/PERMANENCY FUNDS	\$1,325.00	\$0.00	\$8,000.00	\$1,993.70	\$0.00	\$6,006.30	24.92%						
207.450.6907 / SHELTER CARE	\$250.00	\$0.00	\$3,600.00	\$1,250.00	\$0.00	\$2,350.00	34.72%						

Morton County

Expenditure Report with Detail Options

Account Mask: ??????????	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal	% Used
207.450.6912 / CWB PER DIEM	\$0.00	\$2,500.00	\$310.65	\$0.00	\$2,189.35	12.43%
207.450.6927 / TERMINAL COST	\$0.00	\$0.00	\$60.00	\$0.00	(\$60.00)	0.00%
207.450.6932 / PRINTER EXPENSE	\$0.00	\$3,500.00	\$292.99	\$0.00	\$3,207.01	8.37%
Total For SOCIAL SERVICES	\$0.00	\$3,131,012.34	\$1,163,005.24	\$0.00	\$1,968,007.10	37.14%
Total For SOCIAL WELFARE	\$0.00	\$3,131,012.34	\$1,163,005.24	\$0.00	\$1,968,007.10	37.14%

Fiscal Year: 2018-2018 From Date: 5/1/2018 To Date: 5/31/2018

Exclude PR encumbrance  Include pre encumbrance  Print accounts with zero balance

**CURRENT CASE COUNT**

**June 2018 for May 2018**

**ADULT SERVICES**

**132— (same)**

Opened 4new cases

Closed 4

Inquiries/ Denied--6

**7—pending**

**Worker breakdown**

**BM —26 cases (13 BC, 6 MW, 3 MSP/PCS, 4 SPED)**

**LC—56 cases (17 BC, 13 MW, 3 MSP/PCS, 21 SPED, 2 Ex-SPED)**

**PW—50 cases (18 BC, 13 MW, 7 MSP/PCS, 10 SPED, 2 Ex- SPED)**

**FOSTER HOMES (BM)**

**No Adult Foster Homes**

**CHILD CARE (LA)**

**58—licensed (down from 62)**

**4—self-declared (same)**

**CHILDREN'S SPECIAL HEALTH SERVICES (PW)**

**12—Treatment Services (same)**

**9—Diagnostic (same)**

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)  
Bismarck, North Dakota**

June 4, 2018

Following is a summary of SNAP statistics for MAY 2018:

PARTICIPATION				PARTICIPATION			
County	Households*	Persons**	Issuance	County	Households*	Persons**	Issuance
ADAMS	60	121	\$11,265	MCKENZIE	159	415	\$47,473
BARNES	400	787	\$81,614	MCLEAN	199	436	\$47,787
BENSON	743	2,145	\$287,624	MERCER	180	340	\$40,280
BILLINGS/ G.VALLEY	2 60	2 118	\$330 \$12,801	MORTON	919	1,952	\$228,247
BOTTINEAU	244	508	\$59,307	MOUNTRAIL	111	322	\$36,386
BOWMAN/ SLOPE	78 15	141 30	\$15,351 \$4,337	NELSON	88	171	\$17,027
BURKE	39	99	\$10,098	OLIVER	42	92	\$10,523
BURLEIGH	2,453	4,753	\$570,978	PEMBINA	166	363	\$37,654
CASS	5,793	12,418	\$1,424,095	PIERCE	133	253	\$27,358
CAVALIER	60	150	\$15,262	RAMSEY	565	1,120	\$133,006
DICKEY	122	236	\$22,350	RANSOM	131	249	\$26,629
DIVIDE	44	84	\$9,997	RENVILLE	53	117	\$11,601
DUNN	86	206	\$26,637	RICHLAND	520	1,078	\$121,512
EDDY	94	171	\$19,829	ROLETTE	2,293	4,924	\$697,542
EMMONS	120	211	\$24,938	SARGENT	86	191	\$20,322
FOSTER	85	145	\$18,553	SHERIDAN	65	137	\$14,767
GRAND FORKS	2,287	4,777	\$582,262	SIOUX	447	1,378	\$186,596
GRANT	88	171	\$20,085	STARK	946	1,805	\$226,830
GRIGGS	72	136	\$14,889	STEELE	33	80	9,784
HETTINGER	65	154	\$18,048	STUTSMAN	857	1,468	179,655
KIDDER	72	150	\$15,262	TOWNER	67	144	16,489
LAMOURE	69	140	\$16,838	TRAILL	197	405	43,542
LOGAN	48	110	\$12,515	WALSH	353	786	86,264
MCHENRY	205	406	\$45,696	WARD	2,104	4,219	491,747
MCINTOSH	72	135	\$14,293	WELLS	162	277	31,437
				WILLIAMS	735	1,492	191,090
				<b>TOTAL</b>	<b>25,087</b>	<b>52,718</b>	<b>\$6,336,802</b>

\* This column reflects the number of cases that participated during the reporting month.

\*\* This column reflects the number of persons that participated during the reporting month.

**SUMMARY OF ECONOMIC ASSISTANCE PROGRAM ACTIVITY**  
as of 06/01/2018

**Program Activity 05/01/2018 THROUGH 05/31/2018**

NEW APPLICATIONS			
Program	Period of		Received
	05/01/2018 - 05/31/2018	04/01/2018 - 04/30/2018	
TANF	7	6	8
SNAP	54	23	52
Medicaid	20	0	21
ACA/Expansion	62	27	103
Child Care	15	8	9
Basic Care	1	0	0
Foster Care	10	0	4
Sub-Adoption	0	0	0
GA Burial	1	0	0
<b>TOTAL</b>	<b>170</b>	<b>64</b>	<b>197</b>
<b>Change from Last Period -27 Applications</b>			

CASE CLOSINGS			
Program	Period of		Case Closings
	05/01/2018 - 05/31/2018	04/01/2018 - 04/30/2018	
TANF	1		4
SNAP	45		40
Medicaid	12		8
ACA/Expansion	43		29
Child Care	3		3
Basic Care	0		0
Foster Care	8		0
Sub-Adoption	0		0
<b>TOTAL</b>	<b>112</b>		<b>84</b>
<b>Change from Last Period +28 Cases Closed</b>			

* LOW INCOME HOME ENERGY ASSISTANCE PROGRAM			
Received	Period of		Received
	05/01/2018 - 05/31/2018	04/01/2018 - 04/30/2018	
16	12	0	17
<b>Y-T-D Totals as of 04/01/2018</b>			
596	525	61	
<b>FFY 2018</b>			

REVIEWS OF ELIGIBILITY COMPLETED ON OPEN CASES			
Program	Period of		Reviews Completed
	05/01/2018 - 05/31/2018	04/01/2018 - 04/30/2018	
TANF	0		0
SNAP	94		58
Medicaid	46		32
ACA/Expansion	71		58
Child Care	1		5
Basic Care	1		0
Foster Care	0		0
Sub-Adoption	3		0
<b>TOTAL</b>	<b>216</b>		<b>153</b>
<b>Change from Last Period +63 Reviews Completed</b>			

ALL PROGRAMS	
Number of New Cases in 04/2018	0
Number of Cases as of 05/01/2018	3419

**UNDULICATED ECONOMIC ASSISTANCE CASELOAD REPORT  
(AS OF 1ST DAY OF MONTH)**

	6/1/17	7/1/17	8/1/17	9/1/17	10/1/17	11/1/17	12/1/07	1/1/18	2/1/18	3/1/18	4/1/18	5/1/18	6/1/18
TANF	2	3	7	6	8	7	9	8	7	6	6	3	3
TANF/SNAP	16	15	12	16	18	18	15	14	17	18	15	11	16
TANF/ME	0	0	0	0	0	0	1	1	0	0	0	1	1
TANF/ME/QS	1	1	1	1	1	1	0	1	0	0	0	0	0
TANF/SNAP/ME	5	5	5	4	3	3	4	4	4	5	5	5	5
TANF/SNAP/QS	0	8	8	1	1	1	1	0	0	0	0	0	0
SNAP	486	477	475	496	517	502	525	552	554	560	554	516	552
ME	496	499	507	504	510	506	511	489	497	497	497	502	502
QS	20	21	22	19	20	22	22	23	24	26	29	34	29
SNAP/ME	155	156	148	153	146	139	147	146	149	156	156	149	160
SNAP/QS	62	58	57	62	59	57	56	57	55	52	51	43	54
ME/QS	83	92	91	90	91	90	89	92	92	90	91	93	97
SNAP/ME/QS	102	92	103	109	108	113	110	99	106	113	111	99	110
ACA/EXPANSION	1197	1237	1205	1200	1176	1166	1184	1201	1222	1224	1223	1255	1245
LIHEAP	440	0	2	2	0	134	228	338	414	451	498	513	525
CHILD CARE	55	58	64	61	64	62	64	66	65	62	60	59	56
OTHER (FC & SA)	83	83	85										
FOSTER CARE				41	41	36	47	46	47	48	46	48	53
SUBSIDIZED ADOPTION				42	37	35	36	36	38	39	39	40	46
BASIC CARE	41	42	43	43	40	44	47	47	46	48	46	48	50
<b>TOTALS</b>	<b>3244</b>	<b>2847</b>	<b>2835</b>	<b>2850</b>	<b>2840</b>	<b>2936</b>	<b>3096</b>	<b>3220</b>	<b>3337</b>	<b>3395</b>	<b>3427</b>	<b>3419</b>	<b>3504</b>

**Note:** During the past 12 months, total cases increased by 260; 85 LIHEAP and 175 all other programs

# FOSTER CARE / IN-HOME

CASE LOADs May 2018

**CASE LOADS TOTALS = 81 (75 end of month)**

**44 Foster care** – (Foster care is counted by child)

23- Children in foster homes/PATH    6-Group Care/PRTF    15 -Relative Care

**37 In-Home Cases, ICPC, Home Studies and Courtesy Case management**

2017	Opened	Closed
December	8	9
2018		
January	4	5
February	3	5
March	9	7
April	14	6
May	4	6

**2017    2018**

<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
84	85	79	79	82	89	81



## Children and Family Services Unit – Parent Aide Caseload

<b>KH</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>
	<b>10</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>12</b>	<b>9</b>
			<b>(on hold)</b>			

<b>BH</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>
	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>8</b>

### FOSTER HOME REPORT

**30-Family foster home**

**20-General**

**10-Specific**

**8-contacts and 3- inquiries**

**1 -home study in process**

## Morton County Child Protection Reports May 1 to May 31<sup>st</sup>

-Of the 106 total reports in April, 43 Administratively Assessed (AA), 0 Administrative Referrals (AR), and 6 Assessment Terminated in Progress (ATP).

\* Total number of Alternative Response cases- 3 (all turned into regular assessments)

\*Total number of Prenatal Exposure (drugs/alcohol)- 1

\*Total number of 960 reports of abuse (includes physical, sexual)- 9

\*Total number of 960 reports of neglect (includes educational, psychological)- 93

-57 of the 106 reports became part of a full assessment.

### Beginning May caseload-

### Opened/closed- May 1- May 31<sup>st</sup>

Jenny Wetsch- (3-ATP,1-AA)

Opened-43-(AA), 0- (AR), 1- (ATP)

Closed- 0-(ATP), 36- (AA), 0-(AR)

End- 4- (ATP), 8- (AA)

CPS Worker (KO)- 27

Opened- 8, Closed- 12, End-23 (\*4 new reports received on open cases)

CPS Worker (VZ)- 19

Opened 9, Closed- 2, End- 26

CPS Worker (RB)- 20

Opened-13, Closed- 13, End- 20 (\*3 new reports received on open cases)

Part-time CPS Worker (TM)-8

Opened 5, Closed- 3, End- 10 (\*1 new report received on an open case)

Emergency Worker (KD)- 0

Opened 6, Closed-0, End 6 (Position started 5-1-18)

\*When new reports are received on open cases, the reports are combined with the current open case and the case is still counted as 1 case for the worker.

## Monthly Child Protection Assessments (Full & ATP)

### 2016

January- 44  
February- 47  
March- 44  
April- 36  
May- 53  
June- 38  
July- 45  
August- 38  
September- 45  
October- 48  
November- 49  
December- 35

### 2017

January- 59  
February- 48  
March- 55  
April- 45  
May- 68  
June- 47  
July-37  
August-48  
September- 52  
October- 52  
November-64  
December-54

### 2018

January- 51  
February- 43  
March- 61  
April- 53  
May- 63

# Burleigh County Social Services

The Provident Building • 415 E. Rosser Avenue, Suite 113 • Bismarck, ND 58501-4058 • Telephone: 701-222-6622 • Fax: 701-222-6644 • 701-222-6476

## LAW ENFORCEMENT EMERGENCY REMOVAL

I, Officer \_\_\_\_\_, request the child below shall be taken into custody by Burleigh County Social Services in accordance with North Dakota State Law.

### NDCC 27-20-13 (1)(c)(1)

1. A child may be taken into custody:

c. By a law enforcement officer if there are reasonable grounds to believe:

(1) That the child is suffering from illness or injury or is in immediate danger from the child's surroundings, and that the child's removal is necessary.

### Complete one form per child

Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: Female  Male

Race:  White  
 American Indian or Alaskan Native  
 African American  
 Asian  
 Native Hawaiian or Pacific Islander  
 Unable to Determine

\_\_\_\_\_  
Law Enforcement Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time of Removal



**REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT**  
 NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
 CHILDREN AND FAMILY SERVICES  
 SFN 960 (6-2015)

Name of Child(ren)	Age or Birthdate

Name of Child(ren)	Age or Birthdate

**IDENTIFYING INFORMATION**

Name of Parent(s)/Caretaker		Telephone Number	
Address	City	State	ZIP Code
Name of Subject (Person(s) Suspected to be Causing Maltreatment)		Telephone Number	
Address	City	State	ZIP Code

Give nature and extent of the suspected abuse or neglect, including any information of previous abuse or neglect; family composition; and any other information which may be helpful in protecting the health and welfare of the child(ren). If additional space is needed, attach additional pages. **(BE SPECIFIC. ANSWER WHO, WHAT, WHEN, WHY, HOW OFTEN).**

Name of Reporter	Reporter's Relationship to Children	Telephone Number	
Address	City	State	ZIP Code
Signature of Reporter			Date

**AGENCY USE ONLY**

Date and Time Received by Agency	Name of Intake Social Worker	Source	Date of Entry
Report Number	Assessment Number	Case Number	
Name of Social Worker Assigned to Case		Received By <input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> Written	Initial Category <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C

Please submit the completed form to the county social service office where the child is currently physically located. Contact information for county social service offices can be found at :

## **CHAPTER 700 GENERAL ASSISTANCE BURIALS**

**701** The following is the Morton County Social Services policy for determining eligibility of applicants requesting General Assistance for payment of a burial upon death, pursuant to North Dakota Century Code 23-06-03. Burial costs will be reimbursed at the current rate as established by the Morton County Social Service Board or negotiated by the Morton County Commission.

Inasmuch as it is impossible for the Morton County Social Service Board to make regulations known to all potential clients of funeral homes, it is the responsibility and obligation of the funeral director to determine the need for financial assistance and to make referrals to Morton County Social Services when appropriate. The Morton County General Assistance Burial Policy ensures that all bodies of deceased poor individuals are disposed of according to state health statutes. This policy does not pay for nor prohibit the provision of a family service.

**702** Upon receipt of a request for burial assistance, a Morton County Burial Application form must be completed on behalf of the decedent. The County Burial Application requests information from kindred of the first degree (spouse, adult children, parents, grandparents, and adult siblings). This information is used to determine the kindred's ability to be responsible for the burial costs. As according to North Dakota Century Code, they are responsible for those expenses and will be required to participate in those costs if they are able.

The Responsible Relative Affidavit form asks questions about income and resources from the family members of the deceased. A separate affidavit will be asked of the surviving spouse, parents, grandparents, siblings, and each adult child of the deceased. Information on the Burial Application and Relative Affidavit will be verified at the discretion of the County. If a Morton County Burial Application and the Responsible Relative Affidavit is not completed and submitted by the decedent's surviving spouse, parents, grandparents, adult siblings, and adult child or children; eligibility cannot be determined and the request will be denied.

**703** In determining eligibility for burial assistance, all available resources; including but are not limited to liquid assets and real property owned by the decedent, any assistance available from the Social Security Administration, Civil Service, Railroad Retirement, Veteran's Administration, and life insurance- regardless of the named beneficiary, will be considered. General Assistance approved for payment of burial costs will be reduced by any other assistance deemed available to pay the cost of burial. Collection of resources will be the responsibility of Morton County Social Services.

The current income levels for the Low-income Home Energy Assistance Program (LIHEAP) will be used as a guide when determining the family's ability to contribute towards the burial expenses.

**704** When the County becomes involved with any portion of payment of burial costs, the County shall make the burial arrangements with the funeral home at the time of death. Any request for burial assistance made after the burial services and interment have been completed will be denied-

unless the decedent's family is unable to contact Morton County Social Services because of weekend/holiday or other emergency.

- 705 In all instances when the County becomes involved with any payment of burial costs, the total costs of the burial are limited to the amount approved by the Morton County Commission, currently \$3,050 (\$1,900 for personal services to the funeral home; a maximum of \$500 for a grave space; and a maximum of \$650 for grave opening/closing).

Family members will be allowed to pay up to \$600 for items not associated with the funeral home costs such as flowers, vocalist, or clergy.

It will be the intent of the Morton County Social Service Board that if any service for an eligible deceased person is over the designated limit, the Morton County Social Service Board will not participate in the costs of that service. Funeral homes may not allow any upgrading or additions to services for county-funded cremations or burials.

- 706 If the burial services are provided by a funeral home located in another county, payment shall be limited by the maximum payment amount set by that County Social Service Board and/or Board of County Commissioners, or by the Morton County Commission, whichever is less. The Morton County Social Service Board will only reimburse for transportation of the decedent within a 60-mile radius of the City of Mandan since Mandan is the Morton County Seat. The Morton County Social Service Board will not reimburse for any additional transportation request for out-of-county burials.

The Morton County Social Service Board will not participate in any arrangements where the deceased, or surviving family member, has entered into a signed agreement with the University of North Dakota's Deeded Body Program as funding is available to funeral homes through that program. The Morton County Social Service Board will not participate in any arrangements where the deceased, or surviving family member, has entered into a signed agreement with any Deeded Body Program where funding is available to funeral homes through such program.

- 707 It is the policy of the Morton County Social Service Board that cremation will be the method of caring for the body of the deceased. Consideration will be given to strongly expressed religious convictions of the decedent or the decedent's family. Costs of cremation will be reimbursed at the current rate as established by the Morton County Social Service Board.

- 708 This policy will be reviewed annually or at the formal request of the majority of the Morton County funeral directors or at the request of the Morton County Commission. The Morton County Commission may negotiate with interested funeral homes regarding cremation expenses and burial expenses but the total charges for the services may not be less than \$1500.

# Social Services

	2016 Actual		2017 Actual		2018 Actual		2018 Budget		Requested		Increase/Decrease		% Increase/Decrease	
					Jan - April				2019 Budget	(Decrease)	(Decrease)			
207 450 6101 SALARIES	2,058,843.00	2,131,700.77	638,723.88	2,132,715.92	2,206,778.88	2,132,715.92	2,206,778.88	2,206,778.88	74,062.96	3%				
207 450 6102 DEFERRED COMP. BENEFIT	13,045.00	7,600.59	1,748.00	6,993.46	5,794.73	6,993.46	5,794.73	5,794.73	(1,198.73)	-17%				
207 450 6111 ON CALL SALARIES	2,730.00	2,572.50	465.00	2,738.00	2,738.00	2,738.00	2,738.00	2,738.00	-	0%				
207 450 6121 PAID OVERTIME	4,276.00	1,296.59	1,276.01	8,000.00	6,000.00	8,000.00	6,000.00	6,000.00	(2,000.00)	-25%				
207 450 6211 HEALTH INSURANCE	294,120.00	302,821.53	106,934.32	326,875.00	390,320.00	326,875.00	390,320.00	390,320.00	63,445.00	19%				
207 450 6221 FICA MATCH	150,807.00	155,351.61	46,134.64	164,509.22	169,930.34	164,509.22	169,930.34	169,930.34	5,421.12	3%				
207 450 6241 WORKMENS COMPENSATION	6,627.00	5,425.85	3,658.74	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	-	0%				
207 450 6251 UNEMPLOYMENT COMPENSATION	0.00	-	-	2,040.00	2,040.00	2,040.00	2,040.00	2,040.00	-	0%				
207 450 6300 NDPERS DEF. BENEFIT	278,778.00	292,125.04	88,071.73	296,612.74	308,505.70	296,612.74	308,505.70	308,505.70	11,892.96	4%				
207 450 6321 PROPERTY & LIABILITY INSU	1,343.00	1,441.06	-	1,500.00	1,600.00	1,500.00	1,600.00	1,600.00	100.00	7%				
207 450 6339 MEMBERSHIPS & REGISTRATIO	2,757.00	4,130.32	220.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	-	0%				
207 450 6341 TRAVEL EXPENSE	32,042.00	28,576.28	4,958.10	25,000.00	22,000.00	25,000.00	22,000.00	22,000.00	(3,000.00)	-12%				
207 450 6343 REPAIRS AND MAINTENANCE	22,449.00	25,418.96	8,343.19	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	-	0%				
207 450 6351 UTILITIES	17,661.00	19,045.79	6,939.59	19,000.00	20,000.00	19,000.00	20,000.00	20,000.00	1,000.00	5%				
207 450 6359 POSTAGE	5,572.00	5,894.87	1,362.95	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	0%				
207 450 6360 MOBILE COMMUNICATIONS	3,691.00	3,096.10	784.48	3,300.00	3,000.00	3,300.00	3,000.00	3,000.00	(300.00)	-9%				
207 450 6361 TELEPHONE	8,426.00	9,033.62	2,190.82	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	-	0%				
207 450 6381 COPIER EXPENSE	5,080.00	5,155.27	3,517.84	5,678.00	3,400.00	5,678.00	3,400.00	3,400.00	(2,278.00)	-40%				
207 450 6401 OFFICE SUPPLIES	7,205.00	8,038.59	1,757.58	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	-	0%				
207 450 6412 SUPPLIES-COMPUTER	982.00	1,395.98	578.96	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	-	0%				
207 450 6499 CLIENT AID	5,435.00	9,943.64	790.90	7,250.00	7,250.00	7,250.00	7,250.00	7,250.00	-	0%				
207 450 6651 CAPITAL OUTLAY-EQUIPMENT	10,083.00	27,611.49	3,757.57	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-	0%				
207 450 6904 GA BURIALS	23,016.00	10,750.00	27,500.00	27,500.00	22,500.00	27,500.00	22,500.00	22,500.00	(5,000.00)	-18%				
207 450 6905 SAFETY/PERMANENCY FUNDS	5,149.00	10,240.79	668.70	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	-	0%				
207 450 6907 SHELTER CARE	2,750.00	3,000.00	1,000.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	-	0%				
207 450 6911 EXPERT/PROFESSIONAL WITNESS FEE	1,365.00	1,584.66	256.15	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,000.00	0%				
207 450 6912 CWB PER DIEM	0.00	1,000.00	60.00	60.00	0.00	60.00	0.00	0.00	-	0%				
207 450 6913 HIGH RISK DAY CARE	75.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	-	0%				
207 450 6927 TERMINAL COST	2,210.00	2,470.59	143.99	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	-	0%				
207 450 6932 PRINTER EXPENSE														
	<b>\$ 2,966,517.00</b>	<b>\$ 3,076,782.49</b>	<b>\$ 924,343.14</b>	<b>\$ 3,131,012.34</b>	<b>\$ 3,275,157.64</b>	<b>\$ 3,131,012.34</b>	<b>\$ 3,275,157.64</b>	<b>\$ 144,145.30</b>						

Please do not change any cells highlighted in orange!