

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **CHILD SUPPORT
SERVICES (03700)**
Function: **Public Protection**
Activity: **Judicial**
Fund: **General**

	ACTUAL 2019-20	BOARD APPROVED 2020-21	DEPARTMENT REQUEST 2021-22	CAO RECOMMENDED 2021-22
<u>ESTIMATED REVENUES:</u>				
INTERGOVERNMENTAL REVENUE				
640101 Interest on Cash	13,646	4,000	4,000	4,000
654000 State - Other	1,095,624	1,042,792	1,160,479	1,160,479
657000 Federal - Other	1,904,809	2,024,243	2,356,125	2,356,125
TOTAL INTERGOVERNMENTAL REVENUE	3,014,079	3,071,035	3,520,604	3,520,604
CHARGES FOR CURRENT SERVICES				
662800 Interfund Revenue	125,210	0	0	0
670000 Intrafund Revenue	15,270			
TOTAL CHARGES FOR CURRENT SERVICES	140,480	0	0	0
MISCELLANEOUS REVENUE				
673000 Miscellaneous Revenue	254	9,000	75,000	75,000
TOTAL MISCELLANEOUS REVENUES	254	9,000	75,000	75,000
OTHER FINANCING SOURCES				
680200 Operating Transfers In	0	193,372	129,915	129,915
TOTAL OTHER FINANCING SOURCES	0	193,372	129,915	129,915
<u>TOTAL ESTIMATED REVENUES</u>	<u>3,154,813</u>	<u>3,273,407</u>	<u>3,725,519</u>	<u>3,725,519</u>

EXPENDITURES:

SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	1,610,984	1,620,451	1,798,549	1,798,549
710103 Extra Help	0	0	25,000	25,000
710105 Overtime	38	5,000	5,000	5,000
710107 Premium Pay	6,180	6,700	6,700	6,700
710200 Retirement	581,872	622,814	721,924	721,924
710300 Health Insurance	267,142	289,521	356,221	356,221

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	<u>ACTUAL</u> <u>2019-20</u>	<u>BOARD</u> <u>APPROVED</u> <u>2020-21</u>	<u>DEPARTMENT</u> <u>REQUEST</u> <u>2021-22</u>	<u>CAO</u> <u>RECOMMENDED</u> <u>2021-22</u>
710400 Workers' Compensation Insurance	25,782	22,560	22,560	22,560
TOTAL SALARIES & EMPLOYEE BENEFITS	2,491,997	2,567,046	2,935,954	2,935,954
SERVICES & SUPPLIES				
720300 Communications	14,853	17,000	19,000	19,000
720500 Household Expense	20,726	21,000	26,000	26,000
720600 Insurance	53,129	60,374	60,374	60,374
720601 General Insurance	905	775	905	905
720800 Maintenance - Equipment	1,305	5,000	10,000	10,000
720900 Maintenance - Structures & Grounds	4,372	5,246	8,000	8,000
721100 Memberships	3,294	3,432	3,073	3,073
721300 Office Expense	22,277	41,000	45,000	45,000
721400 Professional & Specialized Services	37,393	45,000	45,000	45,000
721500 Publications & Legal Notices	99	300	300	300
721600 Rents & Leases - Equipment	10,974	15,000	0	0
721900 Special Departmental Expense	0	5,000	5,000	5,000
722000 Transportation & Travel	16,982	2,000	5,000	5,000
722100 Utilities	26,400	35,000	35,000	35,000
TOTAL SERVICES & SUPPLIES	212,709	256,127	262,652	262,652
OTHER CHARGES				
730330 Rents & Leases - Equipment	0	0	16,000	16,000
TOTAL OTHER CHARGES	0	0	16,000	16,000
INTRAFUND EXPENSES				
770100 Intrafund Transfer	324,897	382,000	420,000	420,000
TOTAL INTRAFUND EXPENSES	324,897	382,000	420,000	420,000
<u>TOTAL EXPENDITURES</u>	<u>3,029,603</u>	<u>3,205,173</u>	<u>3,634,606</u>	<u>3,634,606</u>
<u>NET COUNTY COST (EXP - REV)</u>	<u>(125,210)</u>	<u>(68,234)</u>	<u>(90,913)</u>	<u>(90,913)</u>

CHILD SUPPORT SERVICES

COMMENTS

The function of this Department is to locate and obtain financial support from parents to support their children. This Department is also charged with the responsibility of initiating steps to enforce court orders regarding child support for civil cases and the establishment of paternity. The Program also reduces welfare grants to CalWorks cases by requiring non-custodial parents to contribute to the support of their children.

In 2021-22, the Department will remain 100% sub-vented with a combination of State and Federal funding, with no impact on the General Fund. This continues to become more challenging each year as the State and Federal allocations have been held flat for several years. The Department continues to hold several positions vacant and makes ongoing efforts to reduce operational costs.

WORKLOAD

The State requires that the following three categories be reported based on a calculation at the end of the Federal Fiscal Year:

	Currently Receiving <u>Assistance</u>	Formerly Received <u>Assistance</u>	Never Received <u>Assistance</u>	<u>Total</u>
October 2020	1,579	3,724	1,109	6,412
November 2020	1,542	3,739	1,103	6,384
December 2020	1,555	3,744	1,105	6,404

Note: If a client is currently receiving Public Assistance (CalWORKs), or has formerly received Assistance, the incentives received for these cases are higher than for a client who has never received Assistance.

ESTIMATED REVENUES

- 654000** **State – Other** (\$1,160,479) is recommended based on the projected state portion of the Child Support Funding Allocation
- 657000** **Federal-Other** (\$2,356,125) is recommended based on the projected federal portion of the Child Support Funding Allocation
- 673000** **Miscellaneous Revenue** (\$75,000) is recommended based on the project salary reimbursement from DCSS for employee on contract.
- 680200** **Operating Transfer In** (\$129,915) is recommended based on the available funds from the Reserve Child Support Fund (5591) and request for Mid-Year reallocation from the State Department of Child Support Services. Salary savings anticipated.

CHILD SUPPORT SERVICES

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$1,798,549) are recommended increased \$178,098 based on cost of recommended staff. Salary savings are expected due to vacant positions.
- 710103** **Extra Help** (\$25,000) is recommended increased \$25,000 for extra-help staff which is fully funded for extra projects
- 710105** **Overtime** (\$5,000) is recommended unchanged.
- 710107** **Premium Pay** (\$6,700) is recommended unchanged.
- 710200** **Retirement** (\$721,924) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$356,221) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$22,560) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$19,000) is recommended increased by \$2,000. The budgeted amount for this account is based on current and estimated costs for the department's telephone services.
- 720500** **Household Expense** (\$26,000) is recommended increased \$5,000 for janitorial services and supplies for the building provided through a contracted service provider. This amount also includes refuse disposal costs.
- 720600** **Insurance** (\$60,374) is the Department's contribution to the County's Self-Insured Liability Program.
- 720601** **General Insurance** (\$905) is recommended unchanged for the Department's contribution to the County's Property Insurance Program.
- 720800** **Maintenance - Equipment** (\$10,000) is recommended increased based on current, actual costs for maintenance of office and computer equipment, and vehicles.

CHILD SUPPORT SERVICES

SERVICES & SUPPLIES (continued)

720900 **Maintenance - Structures and Grounds** (\$8,000) is recommended increased as costs for Building and Grounds Maintenance labor are now accounted for under Intrafund Expense (770100) as per direction received from the Auditor’s Office. This account funds the supplies needed for the maintenance of the Child Support building.

721100 **Memberships** (\$3,073) is recommended increased as costs for the Child Support Director’s Association (CSDA) dues (\$2,610); this account also funds California Attorney Dues (\$463) have increased.

721300 **Office Expense** (\$45,000) is recommended increased \$4,000 based on current and projected expenses for printed forms, general office and copy supplies, State-directed customer service activities, and mailing costs.

721400 **Professional & Specialized Services** (\$45,000) is recommended unchanged based on necessary program system support of Service of Process costs; IT support costs are now accounted for under Intrafund Expense (770100) per direction received from the Auditor-Controller’s office. Genetic Testing reduced to zero costs are now covered by the State Department of Child Support Projected expenses are as follows:

Genetic Testing/Paternity Declarations	\$ 4,000
Service of Process	\$30,000
ADT Security/Credit Reporting/Employee Insight/Other	\$11,000

722000 **Transportation & Travel** (\$5,000) is recommended increase \$3,000 for attendance at meetings, training sessions, and conferences.

722100 **Utilities** (\$35,000) is recommended unchanged based on current and projected expenditures for gas, electricity, and water utility costs for the Child Support building.

OTHER CHARGES

730330 **Rents & Leases – Equipment** (\$16,000) is recommended increased \$1,000 based on actual costs to fund the copier lease contract, including lease of three copiers and increased costs for printing.

CHILD SUPPORT SERVICES

INTRAFUND EXPENSES

770000 **Intrafund Expenses** (\$420,000) is recommended increased \$38,000 for IT support services (\$300,000), Retiree Health Insurance (\$78,000), and Building and Grounds Maintenance (\$7,000). This account also funds services provided by Central Services (\$2,000). This account also funds the MOU with Human Resources (\$28,000). Miscellaneous expenses for 311 Customer Service Center assistance (\$5,000).

**COUNTY OF MADERA
BUDGET UNIT POSITION SUMMARY
BUDGET FOR THE FISCAL YEAR 2021-22**

Department: **CHILD SUPPORT SERVICES (03700)**
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Activity: **Judicial**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2020-21 Authorized Positions</u>		<u>2021-22 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3610	Administrative Assistant	1.0	-	1.0	-	-	-	
3693	Child Support Assistant I or							
3694	Child Support Assistant II	7.0	4.0	7.0	4.0	-	-	
3695	Child Support Assistant III	3.0	-	3.0	-	-	-	
3369	Child Support Program Manager	2.0	-	2.0	-	-	-	
3344	Child Support Specialist I or							
3345	Child Support Specialist II	13.0	2.0	14.0	1.0	1.0	(1.0)	A
3339	Child Support Specialist III	4.0	1.0	4.0	1.0	-	-	
3170	Deputy Director of Child Support Svcs	1.0	-	1.0	-	-	-	
3224	Deputy District Attorney I or							
3225	Deputy District Attorney II or							
3226	Deputy District Attorney III or							
3322	Senior Deputy District Attorney	1.0	-	1.0	-	-	-	
2119	Director of Child Support Services	1.0	-	1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	-	4.0	-	4.0	-	-	
4640	Child Support Services Program Coordinator	1.0	-	1.0	-	-	-	B
3171	Child Support Supervisor	1.0	-	1.0	-	-	-	
TOTAL		35.0	11.0	36.0	10.0	1.0	(1.0)	

NOTES:

- A** Reflects the request to fund one (1) FTE Child Support Specialist I/II for FY2021-22
- B** Staff Services Analyst was reclassified to Child Support Services Program Coordinator to better fit the needs of the department. Amendment to the classification was approved by the Board on 2/9/2021