

Department of Social Services
Support Divisions

Fiscal Year 2011 Budget Request

Ronald J. Levy, Director

Printed with Governor's Recommendations

Page No.	Dept Rank	Decision Item Name	Department Request					Governor Recommendation						
			FTE	GR	FF	OF	Total	FTE	GR	FF	OF	Total		
2	1	Office of the Director												
		Core	6.00	390,901	13,879	63,883	468,663	6.00	389,549	13,879	63,883	467,311		
		Total	6.00	390,901	13,879	63,883	468,663	6.00	389,549	13,879	63,883	467,311		
10	1	Mail Center Consolidation												
		Core	9.00	309,116	29,151	10,713	348,980	0.00	0	0	0	0		
		Total	9.00	309,116	29,151	10,713	348,980	0.00	0	0	0	0		
17	1	Federal Grants and Donations												
		Core	0.00	0	5,929,960	24,998	5,954,958	0.00	0	5,929,960	24,998	5,954,958		
		Total	0.00	0	5,929,960	24,998	5,954,958	0.00	0	5,929,960	24,998	5,954,958		
24	1	Human Resource Center												
		Core	11.52	300,726	227,144	0	527,870	11.52	299,865	227,144	0	527,009		
		Total	11.52	300,726	227,144	0	527,870	11.52	299,865	227,144	0	527,009		
35	1	Field and Line Staff Training												
		Core	0.00	125,590	131,840	0	257,430	0.00	125,590	131,840	0	257,430		
		Total	0.00	125,590	131,840	0	257,430	0.00	125,590	131,840	0	257,430		
43	1	Finance and Administrative Services												
		Core	86.50	2,141,490	1,253,528	5,502,171	8,897,189	81.50	2,414,805	1,282,679	5,512,884	9,210,368		
		Total	86.50	2,141,490	1,253,528	5,502,171	8,897,189	81.50	2,414,805	1,282,679	5,512,884	9,210,368		
58	1	Revenue Maximization												
		Core	0.00	0	250,000	0	250,000	0.00	0	250,000	0	250,000		
		Total	0.00	0	250,000	0	250,000	0.00	0	250,000	0	250,000		
65	1	Receipt & Disbursement - Refunds												
		Core	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000		
		Total	0.00	0	1,700,000	800,000	2,500,000	0.00	0	1,700,000	800,000	2,500,000		
72	1	Neglected & Delinquent Children												
		Core	0.00	2,484,608	0	0	2,484,608	0.00	2,484,608	0	0	2,484,608		
		Total	0.00	2,484,608	0	0	2,484,608	0.00	2,484,608	0	0	2,484,608		
79	1	Legal Services												
		Core	126.97	1,644,526	3,675,444	834,143	6,154,113	125.97	1,617,991	3,675,444	834,143	6,127,578		
		Total	126.97	1,644,526	3,675,444	834,143	6,154,113	125.97	1,617,991	3,675,444	834,143	6,127,578		
		<i>Supports Core Total</i>	239.99	7,396,957	13,210,946	7,235,908	27,843,811	224.99	7,332,408	13,210,946	7,235,908	27,779,262		
		<i>Total Supports</i>	239.99	7,396,957	13,210,946	7,235,908	27,843,811	224.99	7,332,408	13,210,946	7,235,908	27,779,262		

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund								
OFFICE OF DIRECTOR								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	440,401	5.42	345,848	4.74	345,848	4.74	344,496	4.74
DEPT OF SOC SERV FEDERAL & OTH	12,447	0.15	12,450	0.26	12,450	0.26	12,450	0.26
CHILD SUPPORT ENFORCEMENT FUND	47,401	0.58	47,403	1.00	47,403	1.00	47,403	1.00
TOTAL - PS	500,249	6.15	405,701	6.00	405,701	6.00	404,349	6.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	41,349	0.00	45,053	0.00	45,053	0.00	45,053	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,423	0.00	1,429	0.00	1,429	0.00	1,429	0.00
CHILD SUPPORT ENFORCEMENT FUND	16,400	0.00	16,480	0.00	16,480	0.00	16,480	0.00
TOTAL - EE	59,172	0.00	62,962	0.00	62,962	0.00	62,962	0.00
TOTAL	559,421	6.15	468,663	6.00	468,663	6.00	467,311	6.00
GRAND TOTAL	\$559,421	6.15	\$468,663	6.00	\$468,663	6.00	\$467,311	6.00

CORE DECISION ITEM

Department: Social Services
 Division: Office of Director
 Core: Office of Director

Budget Unit: 88712C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS	345,848	12,450	47,403	405,701
EE	45,053	1,429	16,480	62,962
PSD				
TRF				
Total	390,901	13,879	63,883	468,663
FTE	4.74	0.26	1.00	6.00

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS	344,496	12,450	47,403	404,349
EE	45,053	1,429	16,480	62,962
PSD				
TRF				
Total	389,549	13,879	63,883	467,311
FTE	4.74	0.26	1.00	6.00

Est. Fringe	207,958	7,486	28,503	243,948
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	207,145	7,486	28,503	243,135
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

Other Funds: Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

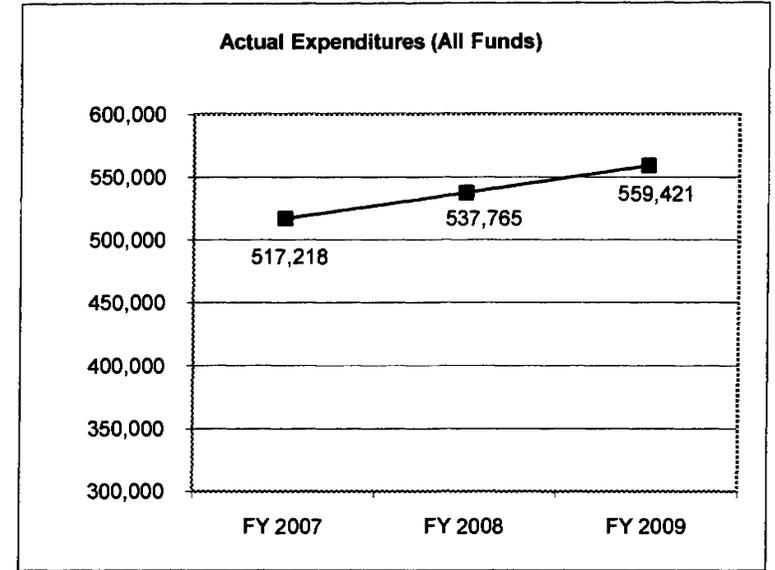
Core operating budget for the Office of the Director.

3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	539,513	553,766	567,056	468,663
Less Reverted (All Funds)	(13,934)	(14,321)	(3,721)	N/A
Budget Authority (All Funds)	525,579	539,445	563,335	N/A
Actual Expenditures (All Funds)	517,218	537,765	559,421	N/A
Unexpended (All Funds)	8,361	1,680	3,914	N/A
Unexpended, by Fund:				
General Revenue	4,595	1,187	3,823	N/A
Federal	589	431	9	N/A
Other	3,177	62	82	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
OFFICE OF DIRECTOR

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	6.00	345,848	12,450	47,403	405,701	
	EE	0.00	45,053	1,429	16,480	62,962	
	Total	6.00	390,901	13,879	63,883	468,663	
DEPARTMENT CORE ADJUSTMENTS							
Core Reallocation	520 4333 PS	0.00	0	0	0	(0)	
Core Reallocation	520 3577 PS	0.00	0	0	0	0	
	NET DEPARTMENT CHANGES	0.00	0	0	0	(0)	
DEPARTMENT CORE REQUEST							
	PS	6.00	345,848	12,450	47,403	405,701	
	EE	0.00	45,053	1,429	16,480	62,962	
	Total	6.00	390,901	13,879	63,883	468,663	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS							
Core Reduction	1614 PS	0.00	(1,352)	0	0	(1,352)	
	NET GOVERNOR CHANGES	0.00	(1,352)	0	0	(1,352)	
GOVERNOR'S RECOMMENDED CORE							
	PS	6.00	344,496	12,450	47,403	404,349	
	EE	0.00	45,053	1,429	16,480	62,962	
	Total	6.00	389,549	13,879	63,883	467,311	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88712C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Office of Director	DIVISION: Office of Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$405,701	25%	\$101,425
	E&E	\$62,962	25%	\$15,741
<i>Total Request</i>		<u>\$468,663</u>		<u>\$117,166</u>

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
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\$0

H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.

25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

**PRIOR YEAR
EXPLAIN ACTUAL USE**

**CURRENT YEAR
EXPLAIN PLANNED USE**

25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
OFFICE OF DIRECTOR								
CORE								
STATE DEPARTMENT DIRECTOR	116,157	0.99	113,880	1.00	120,000	1.00	120,000	1.00
DEPUTY STATE DEPT DIRECTOR	102,488	0.99	102,612	1.00	102,612	1.00	102,612	1.00
DESIGNATED PRINCIPAL ASST DEPT	138,430	1.70	99,200	1.00	68,250	1.00	68,250	1.00
MISCELLANEOUS PROFESSIONAL	58,201	0.62	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	84,973	1.85	90,009	3.00	114,839	3.00	113,487	3.00
TOTAL - PS	500,249	6.15	405,701	6.00	405,701	6.00	404,349	6.00
TRAVEL, IN-STATE	1,951	0.00	4,496	0.00	5,196	0.00	5,196	0.00
TRAVEL, OUT-OF-STATE	593	0.00	3,529	0.00	8,975	0.00	8,975	0.00
SUPPLIES	13,005	0.00	19,134	0.00	13,666	0.00	13,666	0.00
PROFESSIONAL DEVELOPMENT	20,818	0.00	9,100	0.00	13,811	0.00	13,811	0.00
COMMUNICATION SERV & SUPP	10,365	0.00	12,504	0.00	10,504	0.00	10,504	0.00
PROFESSIONAL SERVICES	6,620	0.00	6,159	0.00	6,159	0.00	6,159	0.00
HOUSEKEEPING & JANITORIAL SERV	59	0.00	0	0.00	60	0.00	60	0.00
M&R SERVICES	537	0.00	2,303	0.00	1,291	0.00	1,291	0.00
OFFICE EQUIPMENT	774	0.00	3,016	0.00	1,004	0.00	1,004	0.00
OTHER EQUIPMENT	0	0.00	869	0.00	369	0.00	369	0.00
BUILDING LEASE PAYMENTS	75	0.00	0	0.00	76	0.00	76	0.00
EQUIPMENT RENTALS & LEASES	1,358	0.00	1,352	0.00	1,351	0.00	1,351	0.00
MISCELLANEOUS EXPENSES	3,017	0.00	500	0.00	500	0.00	500	0.00
TOTAL - EE	59,172	0.00	62,962	0.00	62,962	0.00	62,962	0.00
GRAND TOTAL	\$559,421	6.15	\$468,663	6.00	\$468,663	6.00	\$467,311	6.00
GENERAL REVENUE	\$481,750	5.42	\$390,901	4.74	\$390,901	4.74	\$389,549	4.74
FEDERAL FUNDS	\$13,870	0.15	\$13,879	0.26	\$13,879	0.26	\$13,879	0.26
OTHER FUNDS	\$63,801	0.58	\$63,883	1.00	\$63,883	1.00	\$63,883	1.00

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PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Office of Director

1. What does this program do?

PROGRAM SYNOPSIS: The role of the Office of the Director is to provide leadership and direction for nearly 8,000 employees of the six divisions of the Department of Social Services (DSS).

In its leadership role, the Office of the Director ensures the Department is meeting the goals of:

- Results for the people of Missouri, measured through performance measures, providing tangible data to proactively influence decisions. The Director's office is also Missouri's voice in national human service forums.
- Excellence in customer service, creating public/private partnerships to confront and resolve issues facing children and families. Further, the Office of the Director serves as the liaison between those who administer the Department's programs and the Governor's Office, the General Assembly, other state agencies, other state governments, the federal government, citizens, provider groups, the business community, and philanthropic organizations.
- Proficiency of performance, coordinating and monitoring each division's operational plans and major policy initiatives.
- Integrity of stewardship, ensuring the appropriate and effective use of public funds.

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and two support divisions (Divisions of Finance and Administrative Services and Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to respond to the needs of Missouri citizens.

Current focus areas include:

- Developing a dashboard to assist in the management of programs and operations.
- Playing a leading role in Missouri's response to federal health care reform and in the development of infrastructure to promote the application of health information technologies and the health information exchanges in the state.
- Continually improving the quality, efficacy and delivery of service through MO HealthNet.
- Promoting divisions review of programs and operations to identify and eliminate waste, fraud and abuse, to improve service delivery and to enhance operational effectiveness.
- Maintaining accreditation of the Children's Division, ensuring child safety, permanency and well-being.
- Improving the effectiveness of the Department's field offices to address problems locally by encouraging open and proper communication at the local level and within the Department, and increasing expectations for field office employees to be responsible and accountable for their day-to-day operations.
- Maintaining the nation's most successful juvenile justice program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute RSMo. 660.010.

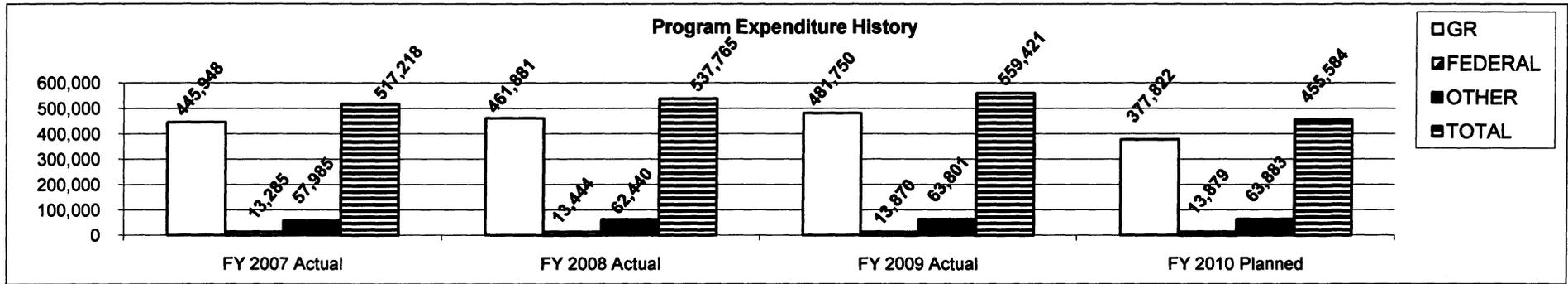
3. Are there federal matching requirements? If yes, please explain.

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections Fund (0169)

7a. Provide an effectiveness measure.

The Office of the Director supports all Department of Social Services programs. Efficiency measures will be found in the departmental division sections.

7b. Provide an efficiency measure.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

**MAIL CENTER
CONSOLIDATION**

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MAIL CENTER CONSOLIDATION								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	220,477	8.37	201,239	7.79	201,239	7.79	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	19,476	0.74	19,481	0.80	19,481	0.80	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	10,703	0.42	10,713	0.41	10,713	0.41	0	0.00
TOTAL - PS	250,656	9.53	231,433	9.00	231,433	9.00	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	104,224	0.00	107,877	0.00	107,877	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	9,671	0.00	9,670	0.00	9,670	0.00	0	0.00
TOTAL - EE	113,895	0.00	117,547	0.00	117,547	0.00	0	0.00
TOTAL	364,551	9.53	348,980	9.00	348,980	9.00	0	0.00
GRAND TOTAL	\$364,551	9.53	\$348,980	9.00	\$348,980	9.00	\$0	0.00

CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Core: Mail Center Consolidation

Budget Unit: 88714C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS	201,239	19,481	10,713	231,433
EE	107,877	9,670		117,547
PSD				
TRF				
Total	309,116	29,151	10,713	348,980
FTE	7.79	0.80	0.41	9.00

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				
PSD				
TRF				
Total				0
FTE				0.00

Est. Fringe	121,005	11,714	6,442	139,161
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

Other Funds:

2. CORE DESCRIPTION

In December 2005, the Commissioner of the Office of Administration established an interagency committee to evaluate options for improving the efficiency of state agency mail services. The committee, composed of representatives from all executive agencies, worked together over several months and recommended the internal consolidation of mail services using a phased-in approach. All executive branch agencies except for the Departments of Transportation, Conservation, Revenue, and Social Services were consolidated during Phase I.

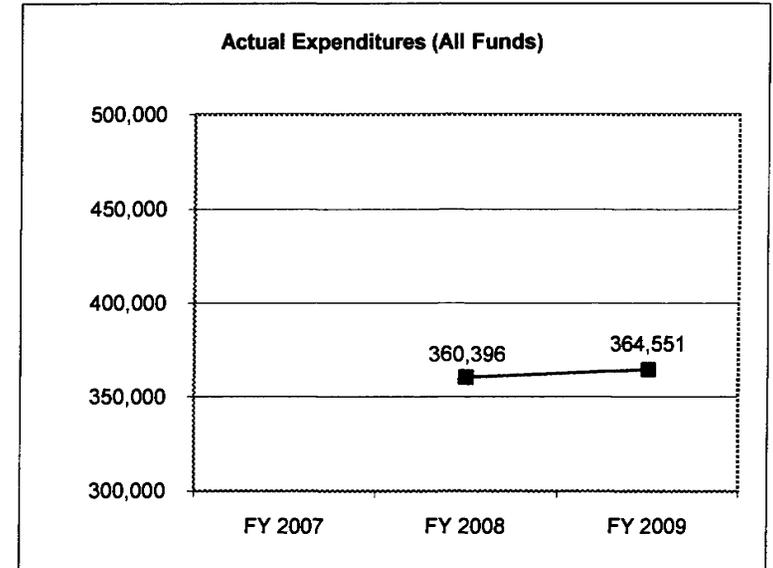
The FY2011 Governor's recommendations consolidates the Department of Social Services mail operations with the Office of Administration operations.

3. PROGRAM LISTING (list programs included in this core funding)

Mail Center Consolidation

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)		371,007	375,176	348,980
Less Reverted (All Funds)		(9,944)	(10,463)	N/A
Budget Authority (All Funds)	0	361,063	364,713	N/A
Actual Expenditures (All Funds)		360,396	364,551	N/A
Unexpended (All Funds)	0	667	162	N/A
Unexpended, by Fund:				
General Revenue		547	148	N/A
Federal		103	4	N/A
Other		17	10	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

New section created in FY2008 Governor's Recommendations.

CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES
MAIL CENTER CONSOLIDATION**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	9.00	201,239	19,481	10,713	231,433	
	EE	0.00	107,877	9,670	0	117,547	
	Total	9.00	309,116	29,151	10,713	348,980	
DEPARTMENT CORE REQUEST							
	PS	9.00	201,239	19,481	10,713	231,433	
	EE	0.00	107,877	9,670	0	117,547	
	Total	9.00	309,116	29,151	10,713	348,980	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS							
Core Reduction	1738	PS	(9.00)	0	0	0	
Core Reallocation	1735	PS	0.00	(201,239)	(19,481)	(10,713)	Reallocation to DFAS for mail consolidation payments
Core Reallocation	1735	EE	0.00	(107,877)	(9,670)	0	Reallocation to DFAS for mail consolidation payments
NET GOVERNOR CHANGES			(9.00)	(309,116)	(29,151)	(10,713)	(348,980)
GOVERNOR'S RECOMMENDED CORE							
	PS	(0.00)	0	0	0	0	
	EE	0.00	0	0	0	0	
	Total	(0.00)	0	0	0	0	

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
MAIL CENTER CONSOLIDATION								
CORE								
PRINTING/MAIL TECHNICIAN I	45,504	1.99	45,360	2.00	45,360	2.00	0	0.00
PRINTING/MAIL TECHNICIAN II	107,414	3.73	81,553	3.00	81,553	3.00	0	(0.00)
PRINTING/MAIL TECHNICIAN IV	52,434	1.80	59,160	2.00	59,160	2.00	0	0.00
MOTOR VEHICLE DRIVER	45,304	2.01	45,360	2.00	45,360	2.00	0	0.00
TOTAL - PS	250,656	9.53	231,433	9.00	231,433	9.00	0	(0.00)
SUPPLIES	14,971	0.00	9,791	0.00	12,318	0.00	0	0.00
COMMUNICATION SERV & SUPP	997	0.00	2,474	0.00	2,474	0.00	0	0.00
PROFESSIONAL SERVICES	26	0.00	184	0.00	184	0.00	0	0.00
M&R SERVICES	94,753	0.00	101,029	0.00	98,492	0.00	0	0.00
PROPERTY & IMPROVEMENTS	420	0.00	0	0.00	405	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	750	0.00	355	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	2,728	0.00	3,319	0.00	3,319	0.00	0	0.00
TOTAL - EE	113,895	0.00	117,547	0.00	117,547	0.00	0	0.00
GRAND TOTAL	\$364,551	9.53	\$348,980	9.00	\$348,980	9.00	\$0	(0.00)
GENERAL REVENUE	\$324,701	8.37	\$309,116	7.79	\$309,116	7.79		0.00
FEDERAL FUNDS	\$29,147	0.74	\$29,151	0.80	\$29,151	0.80		0.00
OTHER FUNDS	\$10,703	0.42	\$10,713	0.41	\$10,713	0.41		0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Mail Center Consolidation

Program is found in the following core budget(s): Mail Center Consolidation

1. What does this program do?

PROGRAM SYNOPSIS: This program supports a statewide effort to consolidate mail services in all state departments to improve the efficiency of state agency mail services.

This program supports a statewide effort to consolidate mail services in all state departments to improve the efficiency of state agency mail services. Consolidation efforts are using a phased-in approach. This program supports funding for Social Services' mail consolidation element, which is anticipated to be phased in during Phase II.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute 660.010.

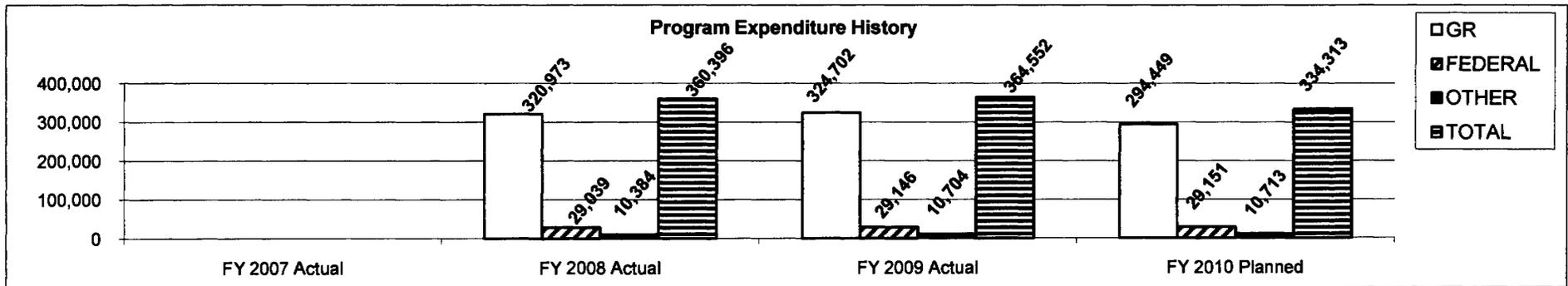
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Child Support Enforcement Collections (0169)

7a. Provide an effectiveness measure.

Effectiveness measures will be determined once the entire consolidation effort is complete.

7b. Provide an efficiency measure.

Efficiency measures will be determined once the entire consolidation effort is complete.

7c. Provide the number of clients/individuals served, if applicable.

Clients include approximately 8,000 DSS employees that utilize DSS mail services.

7d. Provide a customer satisfaction measure, if available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund								
FEDERAL GRANTS & DONATIONS								
CORE								
PERSONAL SERVICES								
DEPT OF SOC SERV FEDERAL & OTH	271,333	9.02	1	0.00	1	0.00	1	0.00
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	1	0.00
YOUTH SERVICES TREATMENT	0	0.00	1	0.00	1	0.00	1	0.00
TOTAL - PS	271,333	9.02	3	0.00	3	0.00	3	0.00
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	2,787,687	0.00	2,769,002	0.00	2,769,002	0.00	2,769,002	0.00
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	13	0.00
YOUTH SERVICES TREATMENT	0	0.00	13	0.00	13	0.00	13	0.00
TOTAL - EE	2,787,687	0.00	2,769,028	0.00	2,769,028	0.00	2,769,028	0.00
PROGRAM-SPECIFIC								
DEPT OF SOC SERV FEDERAL & OTH	41,161	0.00	3,160,957	0.00	3,160,957	0.00	3,160,957	0.00
FAMILY SERVICES DONATIONS	94	0.00	23,985	0.00	23,985	0.00	23,985	0.00
YOUTH SERVICES TREATMENT	0	0.00	985	0.00	985	0.00	985	0.00
TOTAL - PD	41,255	0.00	3,185,927	0.00	3,185,927	0.00	3,185,927	0.00
TOTAL	3,100,275	9.02	5,954,958	0.00	5,954,958	0.00	5,954,958	0.00
GRAND TOTAL	\$3,100,275	9.02	\$5,954,958	0.00	\$5,954,958	0.00	\$5,954,958	0.00

CORE DECISION ITEM

Department: Social Services
Division: Office of Director
Core: Federal Grants and Donations

Budget Unit: 88722C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request		
	GR	Federal	Other
PS		1	2
EE		2,769,002	26
PSD		3,160,957	24,970
TRF			
Total		5,929,960	24,998

	FY 2011 Governor's Recommendation		
	GR	Federal	Other
PS		1	2
EE		2,769,002	26
PSD		3,160,957	24,970
TRF			
Total		5,929,960	24,998

FTE 0.00

FTE 0.00

Est. Fringe	0	1	1	2
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	1	1	2
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Family Services Donation (0167)
 Youth Services Treatment (0843)

Other Funds: Family Services Donation (0167)
 Youth Services Treatment (0843)

Note: An "E" is requested for all funds.

Note: An "E" is requested for all funds.

2. CORE DESCRIPTION

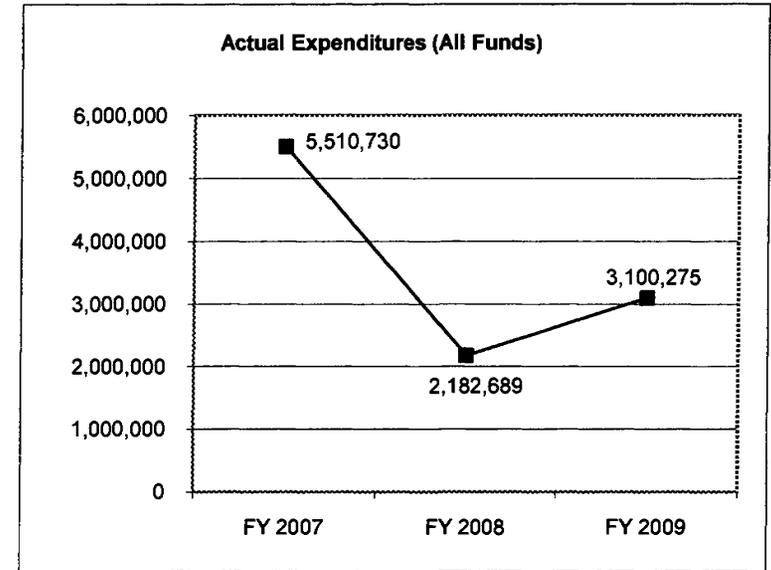
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants and Donations

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	12,004,958	12,004,958	10,954,958	5,954,958
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	12,004,958	12,004,958	10,954,958	N/A
Actual Expenditures (All Funds)	5,510,730	2,182,689	3,100,275	N/A
Unexpended (All Funds)	6,494,228	9,822,269	7,854,683	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	6,469,230	9,797,271	7,829,779	N/A
Other	24,998	24,998	24,904	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

The level of federal expenditures is based on the availability of additional federal funding.

CORE RECONCILIATION DETAIL

**DEPARTMENT OF SOCIAL SERVICES
FEDERAL GRANTS & DONATIONS**

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	
DEPARTMENT CORE REQUEST							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	
GOVERNOR'S RECOMMENDED CORE							
	PS	0.00	0	1	2	3	
	EE	0.00	0	2,769,002	26	2,769,028	
	PD	0.00	0	3,160,957	24,970	3,185,927	
	Total	0.00	0	5,929,960	24,998	5,954,958	

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FEDERAL GRANTS & DONATIONS								
CORE								
FAMILY SUPPORT ELIGIBILITY SPC	249,605	8.40	0	0.00	0	0.00	0	0.00
FAMILY SUPPORT ELIGIBILITY SPV	19,456	0.56	0	0.00	0	0.00	0	0.00
SOCIAL SERVICES MGR, BAND 1	2,272	0.06	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	3	0.00	3	0.00	3	0.00
TOTAL - PS	271,333	9.02	3	0.00	3	0.00	3	0.00
TRAVEL, IN-STATE	28,127	0.00	36,002	0.00	36,002	0.00	36,002	0.00
TRAVEL, OUT-OF-STATE	349,505	0.00	24,002	0.00	24,002	0.00	24,002	0.00
SUPPLIES	247,050	0.00	400,002	0.00	300,002	0.00	300,002	0.00
PROFESSIONAL DEVELOPMENT	14,813	0.00	83,002	0.00	83,002	0.00	83,002	0.00
COMMUNICATION SERV & SUPP	2,518	0.00	27,002	0.00	27,002	0.00	27,002	0.00
PROFESSIONAL SERVICES	2,058,412	0.00	1,780,002	0.00	2,005,002	0.00	2,005,002	0.00
M&R SERVICES	8,445	0.00	25,002	0.00	25,002	0.00	25,002	0.00
COMPUTER EQUIPMENT	8,660	0.00	0	0.00	0	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	275,000	0.00	150,000	0.00	150,000	0.00
OFFICE EQUIPMENT	1,037	0.00	7,502	0.00	7,502	0.00	7,502	0.00
OTHER EQUIPMENT	6,332	0.00	68,002	0.00	68,002	0.00	68,002	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,502	0.00	2,502	0.00	2,502	0.00
BUILDING LEASE PAYMENTS	8,997	0.00	8,502	0.00	8,502	0.00	8,502	0.00
EQUIPMENT RENTALS & LEASES	1,448	0.00	2,502	0.00	2,502	0.00	2,502	0.00
MISCELLANEOUS EXPENSES	52,343	0.00	30,004	0.00	30,004	0.00	30,004	0.00
TOTAL - EE	2,787,687	0.00	2,769,028	0.00	2,769,028	0.00	2,769,028	0.00
PROGRAM DISTRIBUTIONS	41,255	0.00	3,185,927	0.00	3,185,927	0.00	3,185,927	0.00
TOTAL - PD	41,255	0.00	3,185,927	0.00	3,185,927	0.00	3,185,927	0.00
GRAND TOTAL	\$3,100,275	9.02	\$5,954,958	0.00	\$5,954,958	0.00	\$5,954,958	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$3,100,181	9.02	\$5,929,960	0.00	\$5,929,960	0.00	\$5,929,960	0.00
OTHER FUNDS	\$94	0.00	\$24,998	0.00	\$24,998	0.00	\$24,998	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Federal Grants and Donations

Program is found in the following core budget(s): Federal Grants and Donations

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation provides a mechanism for the Department to receive and expend grants or donations from federal, state or private sources.

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Finance and Administrative Services coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain a level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the Department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

The Department uses this flexible appropriation language to spend miscellaneous grants and donations that are received through the fiscal year. The flexible language provides the opportunity to capitalize on changes in federal fiscal policy should it result in new private or federal grants not presently available or foreseen. This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff, if called on or required, for effective administration of the grant or donation.

Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the Department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY11 are as follows:

- Extreme Recruitment
- School Violence Hotline
- Youth Services Donations
- Internet Cyber Crime Grant
- Money Follows the Person
- Title I
- Randolph Sheppard Act (pass through for Fort Leonard Wood Contractor)

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 660 RSMo.

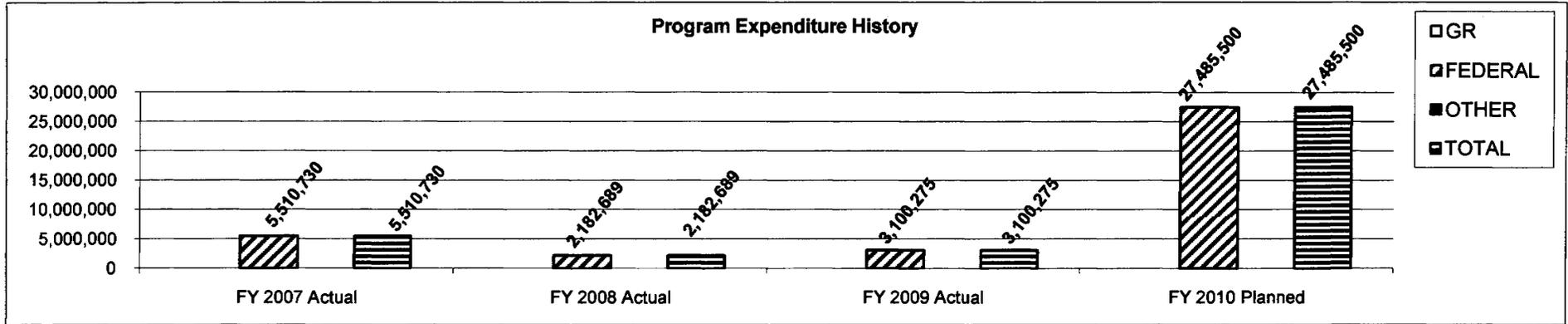
3. Are there federal matching requirements? If yes, please explain.

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

Family Services Donation (0167) and Youth Services Treatment (0843).

7a. Provide an effectiveness measure.

Effectiveness is measured in the division or program using the funds.

7b. Provide an efficiency measure.

Efficiency is measured in the division or program using the funds.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund								
HUMAN RESOURCE CENTER								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	343,437	7.50	287,904	6.30	285,904	6.30	285,904	6.30
DEPT OF SOC SERV FEDERAL & OTH	189,974	4.17	190,159	5.22	190,159	5.22	190,159	5.22
TOTAL - PS	533,411	11.67	478,063	11.52	476,063	11.52	476,063	11.52
EXPENSE & EQUIPMENT								
GENERAL REVENUE	22,404	0.00	17,222	0.00	14,822	0.00	13,961	0.00
DEPT OF SOC SERV FEDERAL & OTH	30,837	0.00	36,985	0.00	36,985	0.00	36,985	0.00
TOTAL - EE	53,241	0.00	54,207	0.00	51,807	0.00	50,946	0.00
TOTAL	586,652	11.67	532,270	11.52	527,870	11.52	527,009	11.52
GRAND TOTAL	\$586,652	11.67	\$532,270	11.52	\$527,870	11.52	\$527,009	11.52

CORE DECISION ITEM

Department: Social Services
 Division: Office of Director
 Core: Human Resource Center

Budget Unit: 88742C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS	285,904	190,159		476,063
EE	14,822	36,985		51,807
PSD				
TRF				
Total	300,726	227,144		527,870
FTE	6.30	5.22	0.00	11.52

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS	285,904	190,159		476,063
EE	13,961	36,985		50,946
PSD				
TRF				
Total	299,865	227,144		527,009
FTE	6.30	5.22	0.00	11.52

Est. Fringe	171,914	114,343	0	286,257
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	171,914	114,343	0	286,257
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

2. CORE DESCRIPTION

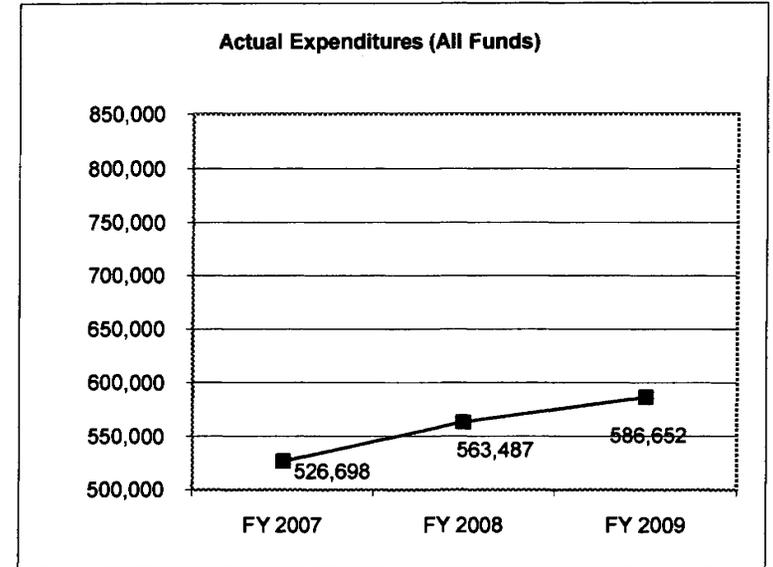
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	584,733	600,427	615,849	532,270
Less Reverted (All Funds)	(10,728)	(11,199)	(22,502)	N/A
Budget Authority (All Funds)	574,005	589,228	593,347	N/A
Actual Expenditures (All Funds)	526,698	563,487	586,652	N/A
Unexpended (All Funds)	47,307	25,741	6,695	N/A
Unexpended, by Fund:				
General Revenue	7,787	12,679	362	N/A
Federal	39,520	13,062	6,333	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

- FY2007 - \$39,515 federal fund agency reserve for authority in excess of cash.
- FY2008 - \$5,640 federal fund agency reserve for authority in excess of cash.
- FY2009 - \$6,140 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
HUMAN RESOURCE CENTER

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES								
		PS	11.52	287,904	190,159	0	478,063	
		EE	0.00	17,222	36,985	0	54,207	
		Total	11.52	305,126	227,144	0	532,270	
DEPARTMENT CORE ADJUSTMENTS								
Core Reduction	859 9948	PS	0.00	(2,000)	0	0	(2,000)	Core reductions per FY 10 expenditure restriction plan.
Core Reduction	859 9949	EE	0.00	(2,400)	0	0	(2,400)	Core reductions per FY 10 expenditure restriction plan.
Core Reallocation	234 9948	PS	(0.00)	0	0	0	0	
Core Reallocation	234 2996	PS	0.00	0	0	0	0	
	NET DEPARTMENT CHANGES		(0.00)	(4,400)	0	0	(4,400)	
DEPARTMENT CORE REQUEST								
		PS	11.52	285,904	190,159	0	476,063	
		EE	0.00	14,822	36,985	0	51,807	
		Total	11.52	300,726	227,144	0	527,870	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS								
Core Reduction	1617	EE	0.00	(861)	0	0	(861)	
	NET GOVERNOR CHANGES		0.00	(861)	0	0	(861)	
GOVERNOR'S RECOMMENDED CORE								
		PS	11.52	285,904	190,159	0	476,063	
		EE	0.00	13,961	36,985	0	50,946	
		Total	11.52	299,865	227,144	0	527,009	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88742C

DEPARTMENT: Social Services

BUDGET UNIT NAME: Human Resource Center

DIVISION: Office of the Director

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$476,063	25%	\$119,016
	E&E	\$51,807	25%	\$12,952
<i>Total Request</i>		\$527,870		\$131,968

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

**PRIOR YEAR
EXPLAIN ACTUAL USE**

**CURRENT YEAR
EXPLAIN PLANNED USE**

25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
SR OFC SUPPORT ASST (KEYBRD)	30,053	1.21	38,893	2.00	19,616	2.00	19,616	2.00
PERSONNEL OFCR I	44,166	1.00	40,205	1.00	44,220	1.00	44,220	1.00
PERSONNEL OFCR II	4,219	0.08	4,200	0.11	4,224	0.11	4,224	0.11
HUMAN RELATIONS OFCR I	74,444	2.01	76,713	2.00	74,592	2.00	74,592	2.00
HUMAN RELATIONS OFCR II	41,807	1.01	23,508	0.50	41,712	1.00	41,712	1.00
PERSONNEL ANAL II	69,387	1.79	37,221	1.00	38,700	1.00	38,700	1.00
TRAINING TECH II	1,355	0.03	0	0.00	0	0.00	0	0.00
HUMAN RESOURCES MGR B2	132,738	2.00	134,230	2.00	132,900	2.00	132,900	2.00
HUMAN RESOURCES MGR B3	79,631	1.00	79,722	1.00	79,728	1.00	79,728	1.00
LEGAL COUNSEL	3,981	0.08	3,966	0.50	3,966	0.10	3,966	0.10
CLERK	5,430	0.26	930	0.31	1,649	0.31	1,649	0.31
MISCELLANEOUS PROFESSIONAL	11,490	0.20	0	0.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	0	0.00	3,719	0.10	0	0.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	34,710	1.00	34,756	1.00	34,756	1.00	34,756	1.00
TOTAL - PS	533,411	11.67	478,063	11.52	476,063	11.52	476,063	11.52
TRAVEL, IN-STATE	7,653	0.00	5,202	0.00	7,202	0.00	7,202	0.00
TRAVEL, OUT-OF-STATE	0	0.00	100	0.00	100	0.00	100	0.00
SUPPLIES	22,063	0.00	17,717	0.00	15,317	0.00	14,456	0.00
PROFESSIONAL DEVELOPMENT	3,696	0.00	5,700	0.00	3,700	0.00	3,700	0.00
COMMUNICATION SERV & SUPP	9,117	0.00	9,754	0.00	9,754	0.00	9,754	0.00
PROFESSIONAL SERVICES	3,128	0.00	4,300	0.00	4,300	0.00	4,300	0.00
HOUSEKEEPING & JANITORIAL SERV	88	0.00	10	0.00	10	0.00	10	0.00
M&R SERVICES	2,696	0.00	4,425	0.00	4,425	0.00	4,425	0.00
OFFICE EQUIPMENT	4,522	0.00	4,900	0.00	4,900	0.00	4,900	0.00
OTHER EQUIPMENT	0	0.00	800	0.00	800	0.00	800	0.00
BUILDING LEASE PAYMENTS	0	0.00	349	0.00	349	0.00	349	0.00
EQUIPMENT RENTALS & LEASES	185	0.00	200	0.00	200	0.00	200	0.00

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
HUMAN RESOURCE CENTER								
CORE								
MISCELLANEOUS EXPENSES	93	0.00	750	0.00	750	0.00	750	0.00
TOTAL - EE	53,241	0.00	54,207	0.00	51,807	0.00	50,946	0.00
GRAND TOTAL	\$586,652	11.67	\$532,270	11.52	\$527,870	11.52	\$527,009	11.52
GENERAL REVENUE	\$365,841	7.50	\$305,126	6.30	\$300,726	6.30	\$299,865	6.30
FEDERAL FUNDS	\$220,811	4.17	\$227,144	5.22	\$227,144	5.22	\$227,144	5.22
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

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PROGRAM DESCRIPTION

Department: Social Services

Program Name: Human Resource Center

Program is found in the following core budget(s): Human Resource Center

1. What does this program do?

PROGRAM SYNOPSIS: The Human Resource Center plans, develops and implements statewide human resource programs; providing leadership, direction and coordination of related services and support to all divisions.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. The service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce and ensure compliance with applicable state and federal law. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention and continuing development of a productive and harmonious workforce.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- assure the department's compliance with state personnel law (merit system) and serve as liaison with the Office of Administration's Division of Personnel;
- develop and implement DSS administrative policies that are legally sound and support the work of DSS;
- administer personnel functions of employment, termination, promotion, compensation, performance appraisal, discipline and related activities directly for the MO HealthNet Division, Director's Office, and the support divisions and indirectly for the remaining divisions;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Personnel Advisory Board;
- provide representation of DSS before administrative bodies and court tribunals on personnel related issues;
- develop and provide training to all staff in areas such as new employee orientation, prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, employee and management development;
- assure department compliance with federal and state laws relating to equal employment opportunity, affirmative action, and provision of services;
- investigate allegations of unlawful discrimination and sexual harassment of DSS employees and clients;
- assist/coordinate workplace accommodations to employees pursuant to the Americans with Disabilities Act and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;

- serve as liaison for civil rights issues with other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR) and Health and Human Services (HHS);
- conduct contract compliance audits on DSS vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide assistance in the implementation of a department Workforce Diversity Plan and Program;
- work with management on organizational change/development issues
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate and administer departmental employee award and recognition programs; unemployment program, worker's compensation claims and recruitment activities;
- develop and maintain an employment information website for DSS employees and the public;

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010

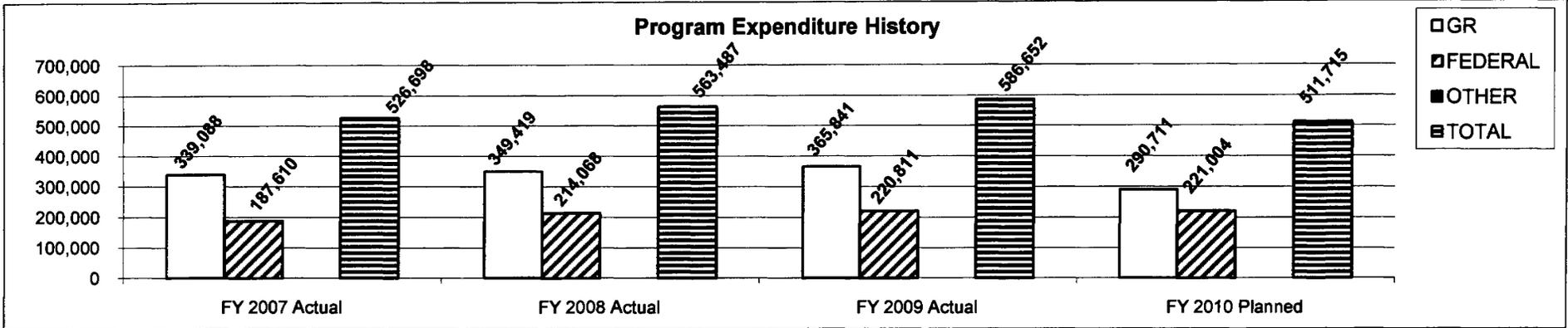
3. Are there federal matching requirements? If yes, please explain.

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

N/A

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other" funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees participating in Employment-Related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2007	1,767,496	1,700,000	9,905	8,000	98%	90%	30%	25%
2008	1,863,292	1,700,000	15,004**	8,000	97%	90%	39%	25%
2009	2,505,494	1,700,000	11,570	9,000	96%	93%	40%	29%
2010		1,700,000		9,000		93%		29%
2011		1,700,000		9,000		93%		29%
2012		1,800,000		9,500		94%		33%

*Employees may receive more than one training class.

**The increase in FY2008 was due to a mandatory training course attended by approximately 3800 employees.

7b. Provide an efficiency measure.

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Actual	Projected	Actual	Projected
2007	205	185	246	300
2008	187	185	341	300
2009	143	185	379	300
2010		185		300
2011		185		300
2012		185		325

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of DSS Employees*	
	Actual	Projected
2007	8,520	8,500
2008	8,586	8,500
2009	8,522	8,500
2010		8,000
2011		8,000
2012		8,000

*Includes turnover, part-time employees and temporary employees.

7d. Provide a customer satisfaction measure, if available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STAFF TRAINING								
CORE								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	165,105	0.00	136,782	0.00	125,590	0.00	125,590	0.00
DEPT OF SOC SERV FEDERAL & OTH	110,862	0.00	131,840	0.00	131,840	0.00	131,840	0.00
TOTAL - EE	275,967	0.00	268,622	0.00	257,430	0.00	257,430	0.00
TOTAL	275,967	0.00	268,622	0.00	257,430	0.00	257,430	0.00
GRAND TOTAL	\$275,967	0.00	\$268,622	0.00	\$257,430	0.00	\$257,430	0.00

CORE DECISION ITEM

Department: Social Services
 Division: Office of Director
 Core: Field and Line Staff Training

Budget Unit: 90042C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS				
EE	125,590	131,840		257,430
PSD				
TRF				
Total	125,590	131,840		257,430
FTE				0.00

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE	125,590	131,840		257,430
PSD				
TRF				
Total	125,590	131,840		257,430
FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

2. CORE DESCRIPTION

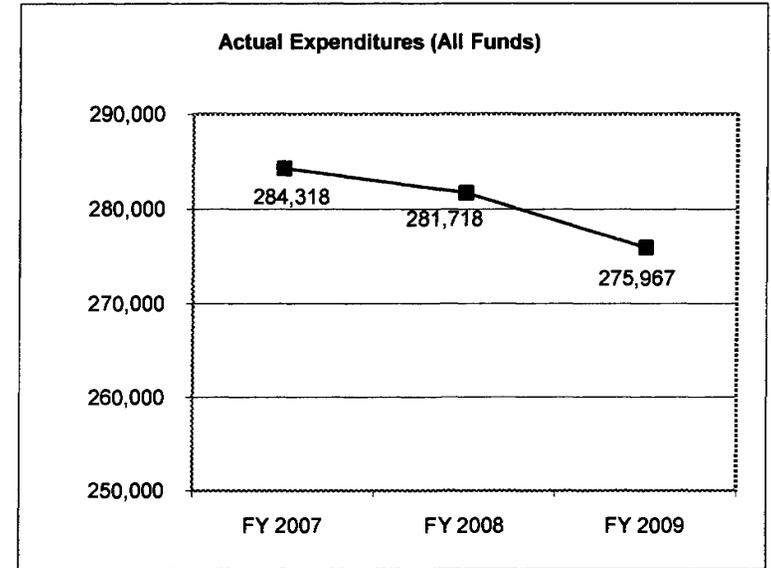
Core funding to provide training to Department of Social Services (DSS) field and line staff.

3. PROGRAM LISTING (list programs included in this core funding)

Field and Line Staff Training

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	309,965	309,965	304,621	268,622
Less Reverted (All Funds)	(5,344)	(5,344)	(7,660)	N/A
Budget Authority (All Funds)	304,621	304,621	296,961	N/A
Actual Expenditures (All Funds)	284,318	281,718	275,967	N/A
Unexpended (All Funds)	20,303	22,903	20,994	N/A
Unexpended, by Fund:				
General Revenue			16	N/A
Federal	20,303	22,899	20,978	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

- FY2007 - \$19,482 federal funds reserve for authority in excess of cash.
- FY2008 - \$20,357 federal funds reserve for authority in excess of cash.
- FY2009 - \$20,357 federal funds reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
STAFF TRAINING

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	136,782	131,840	0	268,622	
	Total	0.00	136,782	131,840	0	268,622	
DEPARTMENT CORE ADJUSTMENTS							
Core Reduction	862 6793 EE	0.00	(11,192)	0	0	(11,192)	Core Reduction per FY10 expenditure restriction plan - Reduces 459 training seats used to meet mgmt training rules; shifts focus of trainers from course development to course delivery.
NET DEPARTMENT CHANGES		0.00	(11,192)	0	0	(11,192)	
DEPARTMENT CORE REQUEST							
	EE	0.00	125,590	131,840	0	257,430	
	Total	0.00	125,590	131,840	0	257,430	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	125,590	131,840	0	257,430	
	Total	0.00	125,590	131,840	0	257,430	

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STAFF TRAINING								
CORE								
TRAVEL, IN-STATE	98,539	0.00	78,502	0.00	98,902	0.00	98,902	0.00
TRAVEL, OUT-OF-STATE	1,753	0.00	1,000	0.00	600	0.00	600	0.00
SUPPLIES	6,350	0.00	15,000	0.00	6,350	0.00	6,350	0.00
PROFESSIONAL DEVELOPMENT	6,361	0.00	23,801	0.00	12,251	0.00	12,251	0.00
PROFESSIONAL SERVICES	149,005	0.00	129,526	0.00	118,334	0.00	118,334	0.00
M&R SERVICES	1,110	0.00	8,660	0.00	8,660	0.00	8,660	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
BUILDING LEASE PAYMENTS	182	0.00	0	0.00	200	0.00	200	0.00
MISCELLANEOUS EXPENSES	12,667	0.00	9,633	0.00	9,633	0.00	9,633	0.00
TOTAL - EE	275,967	0.00	268,622	0.00	257,430	0.00	257,430	0.00
GRAND TOTAL	\$275,967	0.00	\$268,622	0.00	\$257,430	0.00	\$257,430	0.00
GENERAL REVENUE	\$165,105	0.00	\$136,782	0.00	\$125,590	0.00	\$125,590	0.00
FEDERAL FUNDS	\$110,862	0.00	\$131,840	0.00	\$131,840	0.00	\$131,840	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Field and Line Staff Training

Program is found in the following core budget(s): Field and Line Staff Training

1. What does this program do?

PROGRAM SYNOPSIS: Provides staff training to the Department of Social Services field and line staff.

The Department of Social Services (DSS) has identified the need to assist employees in reaching their full potential through training opportunities structured to integrate common and important themes and values outlined in the vision and mission of the Department. In response to this need, the Human Resource Center (HRC) has developed a comprehensive training plan that incorporates curriculums designed to meet the unique goals of the Department.

Training courses offered to supervisors and front line staff include, but are not limited to: The Art of Negotiation; Balancing Work and Home; Basic Supervisory Training; Career Development; Civil Rights and Diversity in the Workplace; Communication Skills; Effective Discipline; Effective Meetings; Emotional Intelligence; Employee Motivation; Flexible Thinking; Leadership Skills; Interviewing Skills; Labor Relations for Supervisors; Managing Change for Supervisors; Managing Multiple Priorities; New Employee Orientation; Providing Excellent Service; Team Work; Turning Conflict into Collaboration; Workplace Incivility; and Written Communication.

All courses offered allow the participants to learn skills to perform their jobs in the most effective and efficient manner. The Department of Social Services supports career development for its employees and stresses the need to continue to make available the training necessary for front line staff and supervisors to excel in their careers and meet the needs of the citizens we serve. Additionally, the Department is utilizing these training efforts to meet the requirements of the Management Training Rule.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State statute: RSMo. 660.010

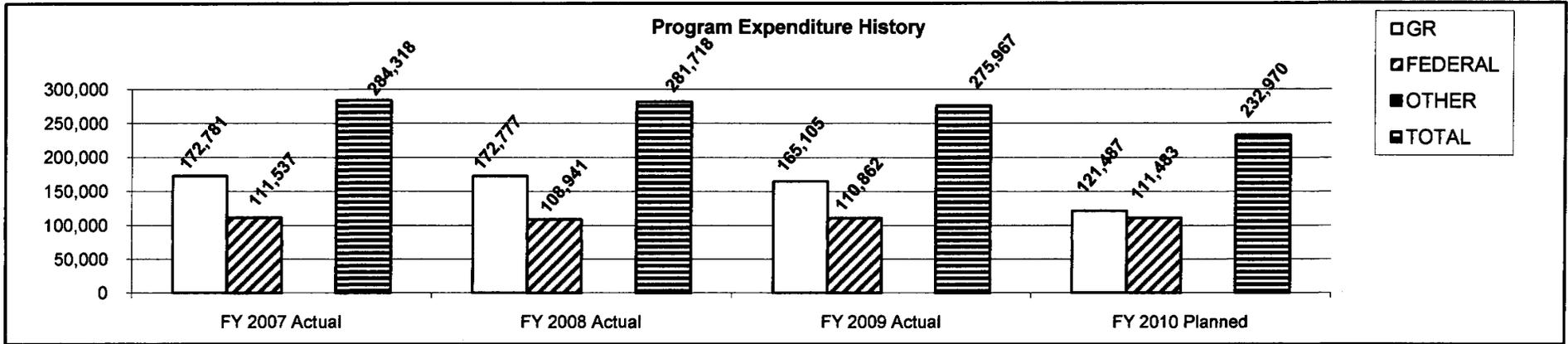
3. Are there federal matching requirements? If yes, please explain.

No. Program expenditures do not have a federal matching requirement; however, expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Number of Employees participating in Employment-Related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions	
	Actual	Projected	Actual	Projected
2007	9,905	8,000	98%	90%
2008	15,004**	8,000	97%	90%
2009	11,570	9,000	96%	93%
2010		9,000		93%
2011		9,000		93%
2012		9,500		94%

*Employees may receive more than one training class.

**The increase in FY2008 was due to a mandatory training attended by FSD employees in FY2008. Approximately 3,800 employees attended this training course.

7b. Provide an efficiency measure.

SFY	Percent of Supervisors in Compliance with the Management Training Rule (16 hours)	
	Actual	Projected
2007	92%	80%
2008	92%	85%
2009	92%	87%
2010		87%
2011		87%
2012		89%

SFY	Percent of Supervisors in Compliance with the Management Training Rule (40 hours)	
	Actual	Projected
2007	93%	80%
2008	98%	85%
2009	100%	90%
2010		90%
2011		90%
2012		95%

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of DSS Employees*	
	Actual	Projected
2007	8,520	8,500
2008	8,586	8,500
2009	8,522	8,500
2010		8,000
2011		8,000
2012		8,000

*Includes turnover, part-time employees and temporary employees.

7d. Provide a customer satisfaction measure, if available.

SFY	Training Evaluation Rating Averages*	
	Actual	Projected
2007	4.38	**
2008	4.33	**
2009	4.53	**
2010		4.41
2011		4.41
2012		4.41

*Average based on scale of 1 to 5 with 5 being the best.

**The measure was set for FY10 so previous projections are not available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund								
FINANCE & ADMINISTRATIVE SRVS								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	2,338,307	61.93	2,102,242	58.62	2,060,530	57.62	1,958,370	54.27
DEPT OF SOC SERV FEDERAL & OTH	938,314	24.82	1,068,559	27.58	1,068,559	27.58	1,030,206	25.99
CHILD SUPPORT ENFORCEMENT FUND	47,204	1.23	50,136	1.20	50,136	1.20	48,336	1.14
DOSS ADMINISTRATIVE TRUST	0	0.00	3,966	0.10	3,966	0.10	3,966	0.10
TOTAL - PS	3,323,825	87.98	3,224,903	87.50	3,183,191	86.50	3,040,878	81.50
EXPENSE & EQUIPMENT								
GENERAL REVENUE	112,598	0.00	80,960	0.00	80,960	0.00	456,435	0.00
DEPT OF SOC SERV FEDERAL & OTH	84,777	0.00	184,969	0.00	184,969	0.00	252,473	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	0	0.00	12,513	0.00
DOSS ADMINISTRATIVE TRUST	5,447,547	0.00	5,448,069	0.00	5,448,069	0.00	5,448,069	0.00
TOTAL - EE	5,644,922	0.00	5,713,998	0.00	5,713,998	0.00	6,169,490	0.00
TOTAL	8,968,747	87.98	8,938,901	87.50	8,897,189	86.50	9,210,368	81.50
GRAND TOTAL	\$8,968,747	87.98	\$8,938,901	87.50	\$8,897,189	86.50	\$9,210,368	81.50

CORE DECISION ITEM

Department: Social Services
 Division: Finance and Administrative Services
 Core: Division of Finance and Administrative Services

Budget Unit: 88815C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS	2,060,530	1,068,559	54,102	3,183,191
EE	80,960	184,969	5,448,069	5,713,998
PSD				
TRF				
Total	2,141,490	1,253,528	5,502,171	8,897,189

FTE **57.62** **27.58** **1.30** **86.50**

Est. Fringe	1,238,997	642,525	32,532	1,914,053
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)
 Administrative Trust Fund (0545)

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS	1,958,370	1,030,206	52,302	3,040,878
EE	456,435	252,473	5,460,582	6,169,490
PSD				
TRF				
Total	2,414,805	1,282,679	3,697,484	9,210,368

FTE **54.27** **25.99** **1.24** **81.50**

Est. Fringe	1,177,568	619,463	31,449	1,828,480
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)
 Administrative Trust Fund (0545)

2. CORE DESCRIPTION

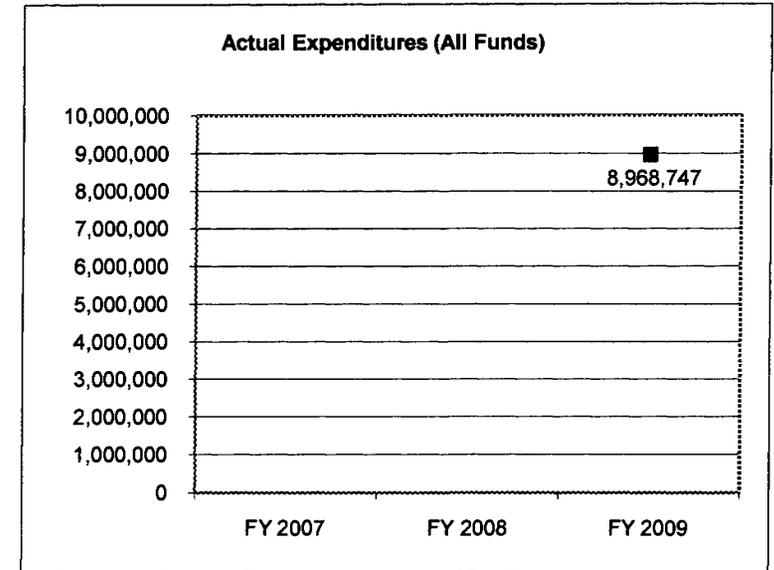
Core funding for the Division of Finance and Administrative Services (DFAS) responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff is responsible for the department's research and data management functions which are included in the DFAS core budget.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)			9,514,933	8,938,901
Less Reverted (All Funds)			(195,901)	N/A
Budget Authority (All Funds)	0	0	9,319,032	N/A
Actual Expenditures (All Funds)			8,968,747	N/A
Unexpended (All Funds)	0	0	350,285	N/A
Unexpended, by Fund:				
General Revenue			112,428	N/A
Federal			230,437	N/A
Other			7,420	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

During FY09 the Division of Finance and Administrative Services was created by combining the Division of Budget and Finance (DBF) and the Division of General Services (DGS). The FY07 and FY08 DBF and DGS history is on following page.

4. FINANCIAL HISTORY continued

NOTES:

During FY09 the Division of Finance and Administrative Services was created by combining the Division of Budget and Finance (DBF) and the Division of General Services (DGS). The DBF and the DGS expenditure history for FY2007 and FY2008 is below.

Division of Budget and Finance

	FY 2007 Actual	FY 2008 Actual
Appropriation (All Funds)	2,892,602	3,072,799
Less Reverted (All Funds)	<u>(55,147)</u>	<u>(60,549)</u>
Budget Authority (All Funds)	2,837,455	3,012,250
Actual Expenditures (All Funds)	<u>2,474,187</u>	<u>2,608,204</u>
Unexpended (All Funds)	<u>363,268</u>	<u>404,046</u>
Unexpended, by Fund:		
General Revenue	46,079	120,750
Federal	313,266	279,128
Other	3,923	4,168

Division of General Services

	FY 2007 Actual	FY 2008 Actual
Appropriation (All Funds)	7,653,669	6,572,890
Less Reverted (All Funds)	<u>(50,041)</u>	<u>(24,511)</u>
Budget Authority (All Funds)	7,603,628	6,548,379
Actual Expenditures (All Funds)	<u>6,625,629</u>	<u>6,356,509</u>
Unexpended (All Funds)	<u>977,999</u>	<u>191,870</u>
Unexpended, by Fund:		
General Revenue	8,299	77,004
Federal	56,714	78,414
Other	912,986	36,452

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

FINANCE & ADMINISTRATIVE SRVS

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES									
			PS	87.50	2,102,242	1,068,559	54,102	3,224,903	
			EE	0.00	80,960	184,969	5,448,069	5,713,998	
			Total	87.50	2,183,202	1,253,528	5,502,171	8,938,901	
DEPARTMENT CORE ADJUSTMENTS									
Core Reduction	864	3050	PS	(1.00)	(41,712)	0	0	(41,712)	Core reduction per FY10 expenditure restriction plan - Eliminate Research Analyst IV associated with MO HealthNet data reporting. Realign job responsibilities.
Core Reallocation	346	3115	PS	0.00	0	0	0	(0)	
Core Reallocation	346	3117	PS	0.00	0	0	0	0	
Core Reallocation	346	3113	PS	(0.00)	0	0	0	0	
Core Reallocation	346	3050	PS	(0.00)	0	0	0	0	
NET DEPARTMENT CHANGES				(1.00)	(41,712)	0	0	(41,712)	
DEPARTMENT CORE REQUEST									
			PS	86.50	2,060,530	1,068,559	54,102	3,183,191	
			EE	0.00	80,960	184,969	5,448,069	5,713,998	
			Total	86.50	2,141,490	1,253,528	5,502,171	8,897,189	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS									
Core Reduction	1618		PS	0.00	(6,000)	0	0	(6,000)	
Core Reduction	1618		EE	0.00	(4,903)	0	0	(4,903)	
Core Reduction	1955		PS	(5.00)	(24,898)	0	0	(24,898)	

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
FINANCE & ADMINISTRATIVE SRVS

5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS								
Core Reallocation	1736	EE	0.00	309,116	29,151	10,713	348,980	Reallocation for mail consolidation payments
Core Reallocation	1955	PS	0.00	(71,262)	(38,353)	(1,800)	(111,415)	
Core Reallocation	1955	EE	0.00	71,262	38,353	1,800	111,415	
NET GOVERNOR CHANGES			(5.00)	273,315	29,151	10,713	313,179	
GOVERNOR'S RECOMMENDED CORE								
		PS	81.50	1,958,370	1,030,206	52,302	3,040,878	
		EE	0.00	456,435	252,473	5,460,582	6,169,490	
Total			81.50	2,414,805	1,282,679	5,512,884	9,210,368	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88815C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Division of Finance and Administrative Services	DIVISION: Finance and Administrative Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$3,183,191	25%	\$795,798
	E&E	\$266,246	25%	\$66,561
<i>Total Request</i>		<u>\$3,449,437</u>		<u>\$862,359</u>

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
---	--	--

\$0

H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.

25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

**PRIOR YEAR
EXPLAIN ACTUAL USE**

**CURRENT YEAR
EXPLAIN PLANNED USE**

25% flexibility granted for all appropriations. Funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FINANCE & ADMINISTRATIVE SRVS								
CORE								
OFFICE SUPPORT ASST (CLERICAL)	34,191	1.60	79,490	7.50	21,372	1.00	0	(0.00)
SR OFC SUPPORT ASST (CLERICAL)	30,859	1.13	37,368	2.00	27,133	1.00	27,133	1.00
ADMIN OFFICE SUPPORT ASSISTANT	63,312	2.00	63,432	2.00	63,432	2.00	63,432	2.00
OFFICE SUPPORT ASST (KEYBRD)	27,785	1.28	27,392	1.25	21,985	1.00	21,985	1.00
SR OFC SUPPORT ASST (KEYBRD)	56,331	2.00	56,400	2.00	56,400	2.00	56,400	2.00
PRINTING/MAIL TECHNICIAN I	144,334	5.87	41,196	2.00	71,555	3.00	0	0.00
PRINTING/MAIL TECHNICIAN IV	2,465	0.08	0	0.00	0	0.00	0	0.00
STORES CLERK	23,372	0.99	3,400	0.30	0	0.00	0	0.00
STOREKEEPER I	20,759	0.84	16,631	0.47	24,577	1.00	24,577	1.00
PROCUREMENT OFCR I	111,454	2.97	46,496	1.00	112,560	3.00	112,560	3.00
PROCUREMENT OFCR II	48,026	0.99	48,084	1.00	48,084	1.00	48,084	1.00
ACCOUNT CLERK II	294,622	11.12	202,639	8.75	292,259	11.28	267,361	11.28
AUDITOR II	40,553	1.09	74,580	2.00	37,296	1.00	37,296	1.00
ACCOUNTANT I	181,046	6.00	149,460	5.00	181,715	6.00	181,715	6.00
ACCOUNTANT II	200,265	5.00	200,508	5.00	156,780	5.00	156,780	5.00
BUDGET ANAL III	82,773	1.82	91,428	2.00	91,428	2.00	91,428	2.00
RESEARCH ANAL I	47,920	1.46	0	0.00	0	0.00	0	0.00
RESEARCH ANAL II	0	0.00	67,128	2.00	35,952	1.72	35,952	1.72
RESEARCH ANAL III	337,239	7.75	347,052	8.00	348,455	10.00	342,455	10.00
RESEARCH ANAL IV	106,455	2.00	106,584	2.00	64,872	1.00	64,872	1.00
EXECUTIVE I	101,389	3.20	93,624	3.00	93,624	3.00	93,624	3.00
EXECUTIVE II	104,533	2.87	109,909	3.00	109,909	3.00	109,909	3.00
TELECOMMUN ANAL IV	52,136	0.99	52,200	1.00	52,200	1.00	52,200	1.00
LABORER I	2,492	0.13	4,845	0.23	0	0.00	0	0.00
MOTOR VEHICLE DRIVER	120,590	4.95	144,341	6.00	138,815	6.00	120,327	5.00
EMERGENCY MGMNT COORD	48,026	0.99	48,084	1.00	48,084	1.00	48,084	1.00
FISCAL & ADMINISTRATIVE MGR B1	127,813	2.69	97,572	2.00	140,664	3.00	140,664	3.00
FISCAL & ADMINISTRATIVE MGR B2	174,985	3.00	221,472	4.00	176,124	3.00	176,124	3.00
RESEARCH MANAGER B2	110,428	1.73	125,496	2.00	69,948	1.00	69,948	1.00
DESIGNATED PRINCIPAL ASST DEPT	7,323	0.08	0	0.00	0	0.00	0	0.00
DIVISION DIRECTOR	91,689	0.99	91,800	1.00	91,800	1.00	91,800	1.00
DESIGNATED PRINCIPAL ASST DIV	148,749	2.09	138,408	2.00	184,926	2.50	184,926	2.50

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FINANCE & ADMINISTRATIVE SRVS								
CORE								
CLERK	8,049	0.39	0	0.00	0	0.00	0	0.00
TYPIST	4,796	0.22	0	0.00	0	0.00	0	0.00
ACCOUNT CLERK	1,343	0.05	0	0.00	0	0.00	0	0.00
RESEARCH WORKER	3,385	0.16	0	0.00	0	0.00	0	0.00
MISCELLANEOUS TECHNICAL	4,335	0.11	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	2,606	0.03	0	0.00	0	0.00	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	70,954	0.99	69,204	1.00	71,940	1.00	71,940	1.00
SPECIAL ASST PROFESSIONAL	122,343	2.33	164,290	2.00	144,912	3.00	144,912	3.00
SPECIAL ASST TECHNICIAN	83,739	2.00	83,826	2.00	83,826	2.00	83,826	2.00
SPECIAL ASST OFFICE & CLERICAL	78,361	2.00	120,564	3.00	120,564	3.00	120,564	3.00
TOTAL - PS	3,323,825	87.98	3,224,903	87.50	3,183,191	86.50	3,040,878	81.50
TRAVEL, IN-STATE	13,333	0.00	13,767	0.00	13,767	0.00	13,767	0.00
TRAVEL, OUT-OF-STATE	1,382	0.00	2,600	0.00	2,600	0.00	2,600	0.00
SUPPLIES	102,458	0.00	86,659	0.00	94,659	0.00	89,756	0.00
PROFESSIONAL DEVELOPMENT	7,024	0.00	60,503	0.00	45,503	0.00	45,503	0.00
COMMUNICATION SERV & SUPP	30,148	0.00	28,000	0.00	28,000	0.00	28,000	0.00
PROFESSIONAL SERVICES	13,070	0.00	49,630	0.00	49,630	0.00	510,025	0.00
HOUSEKEEPING & JANITORIAL SERV	860	0.00	1,000	0.00	1,000	0.00	1,000	0.00
M&R SERVICES	23,027	0.00	11,596	0.00	18,596	0.00	18,596	0.00
MOTORIZED EQUIPMENT	0	0.00	1,991	0.00	1,991	0.00	1,991	0.00
OFFICE EQUIPMENT	1,067	0.00	3,000	0.00	3,000	0.00	3,000	0.00
OTHER EQUIPMENT	1,703	0.00	2,000	0.00	2,000	0.00	2,000	0.00
PROPERTY & IMPROVEMENTS	230	0.00	500	0.00	500	0.00	500	0.00
BUILDING LEASE PAYMENTS	0	0.00	500	0.00	500	0.00	500	0.00
EQUIPMENT RENTALS & LEASES	2,526	0.00	4,000	0.00	4,000	0.00	4,000	0.00
MISCELLANEOUS EXPENSES	547	0.00	500	0.00	500	0.00	500	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FINANCE & ADMINISTRATIVE SRVS								
CORE								
REBILLABLE EXPENSES	5,447,547	0.00	5,447,752	0.00	5,447,752	0.00	5,447,752	0.00
TOTAL - EE	5,644,922	0.00	5,713,998	0.00	5,713,998	0.00	6,169,490	0.00
GRAND TOTAL	\$8,968,747	87.98	\$8,938,901	87.50	\$8,897,189	86.50	\$9,210,368	81.50
GENERAL REVENUE	\$2,450,905	61.93	\$2,183,202	58.62	\$2,141,490	57.62	\$2,414,805	54.27
FEDERAL FUNDS	\$1,023,091	24.82	\$1,253,528	27.58	\$1,253,528	27.58	\$1,282,679	25.99
OTHER FUNDS	\$5,494,751	1.23	\$5,502,171	1.30	\$5,502,171	1.30	\$5,512,884	1.24

PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Finance and Administrative Services

Program is found in the following core budget(s): Division of Finance and Administrative Services

1. What does this program do?

PROGRAM SYNOPSIS: The division provides centralized financial and administrative support to all Department of Social Services divisions.

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services divisions. Financial functions include audit support and contract compliance, budgeting, expenditure review and control, federal grants management and reporting, implementation of the department's fiscal policies, and responding to changes in federal and state fiscal policy. Administrative support services include emergency management, telecommunications, warehouse/inventory coordination and distribution, mail services and fleet management.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core DFAS functions.

•Payment Processing Oversight: DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. In addition, DFAS is the Department's accounting, purchasing, and payroll liaison with Office of Administration and other agencies working cooperatively with DSS.

•Audit and Compliance: DFAS focuses audit resources on improving department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS also serves as the point of contact with the State Auditor's office.

The contract compliance review process builds on the skills and abilities of eight DSS retirees conducting on-site provider reviews. The goal of the Contract Compliance Review process is to establish a presence and promote accountability in the provider community doing business with the DSS. Current focus is on child care providers with plans to extend compliance reviews to child welfare contracting areas in the near future. Contract Compliance Review team members conduct simple on-site reviews meant to be noninvasive to child care providers; yet, thorough enough for the reviewer to consider key contract provisions during the visit.

•Purchasing: DFAS provides goods and services in accordance with delegation from Office of Administration and monitors compliance of purchasing agreements between DSS and contractor/vendors.

•Payroll: The payroll function includes maintaining employee time and leave and managing all issues relating to salary payments.

•Management and Reporting: DFAS manages approximately 60 grants with a value of over \$7.2 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI, IV-D and IV-E. The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds that support Department of Social Services' and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

•**Budget**: DFAS directs and helps prepare the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent.

•**Emergency Management/SEMA**: DFAS leads DSS initiatives to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). DFAS 1) helps to coordinate deployment of local DSS staff in affected areas to assist in setting up and staffing local shelters; and 2) ensures local staff assure safety of youth in DYS programs and children in Children's Division custody. In the case of an emergency, DFAS would take the lead in contacting corporate partners to provide food and water to shelter locations. DFAS participates in hot-wash exercises after an actual emergency or drill.

•**Telecommunications**: DFAS provides technical expertise in the design, acquisition and installation of telecommunication services and equipment for DSS offices across the state. DFAS telecommunications staff serve as the DSS liaison with OA/ITSD and telecommunication vendors, take the lead in resolving service issues and mediate vendor disputes to get service restored. DFAS also takes the lead in training DSS personnel statewide in the use and management of telecommunications systems and services.

•**Warehouse/Inventory Management**: Responsibilities include acquisition, storage and distribution of bulk supplies, division forms and envelopes, etc.; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; request on-site sealed bids on vehicles and furniture; and delivery of supplies to JC offices and shipping via UPS and freight companies. In addition, this unit maintains and schedules DSS pool cars in Jefferson City.

•**Mail Services**: This unit provides varying degrees of mail services to DSS offices in Jefferson City, St. Louis and Kansas City. The unit manager serves as liaison between DSS and OA's centralized mail unit. The main priority of this unit is to prepare DSS's mail and packages for processing by either the centralized mail unit or an outside vendor. The unit provides courier services within Jefferson City and St. Louis for time-sensitive packages.

•**DSS Fleet Management**: Coordinates all requirements relating to DSS vehicles. This unit oversees 1) maintenance of vehicle records and information; 2) processing vehicle title/registration forms; and 3) processing state fleet (Voyager) card additions, changes, deletions, etc. DFAS also acts as the DSS liaison with the State Fleet Coordinator, state fleet card contractor and Department of Natural Resources.

Center for Management Information (CMI) core functions include:

•**Data Management**: Coordinates and oversees data research, data mining, data reporting and program evaluation for the department. This is accomplished through a series of periodic reports available on the department's web site. In addition, ad hoc requests from the department's large computer system are researched and compiled to help management evaluate programs. Finally, external reports and program evaluations are prepared for use by departmental management, legislature, Governor's Office and media.

•**Fiscal Notes**: Coordinate all fiscal note preparation for the Department. Additionally, provides a central contact point for the legislature and the Governor's Office for all fiscal note inquiries and questions.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

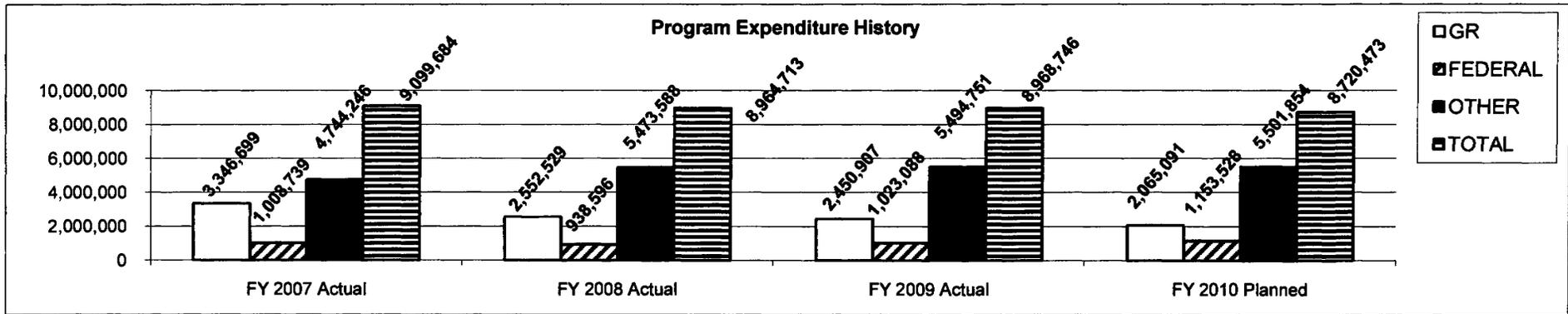
3. Are there federal matching requirements? If yes, please explain.

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Note: The FY2009 budget merged the Division of Budget and Finance and the Division of General Services into the Division of Finance and Administrative Services. Below is the historical breakout between divisions.

FY2007

Division of Budget & Finance - \$1,737,003 GR; \$737,052 FF Division of General Services - \$1,609,696 GR; \$271,687 FF; \$4,744,246 OT

FY2008

Division of Budget & Finance - \$1,837,014 GR; \$771,190 FF Division of General Services - \$715,515 GR; \$167,406 FF; \$5,473,588 OT

6. What are the sources of the "Other" funds?

Child Support Collections (0169)
 Administrative Trust Funds (0545)

7a. Provide an effectiveness measure.

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Actual	Projected
2007	29	26
2008	27	28
2009	26	27
2010		24
2011		22
2012		22

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

7b. Provide an efficiency measure.

SFY	Percent of Employees Using Direct Deposit	
	Actual	Projected
2007	95%	95%
2008	98%*	100%
2009	100%	100%
2010		100%
2011		100%
2012		100%

*Effective January 1, 2008 Direct Deposit is mandatory. The 2% are new employees or employees changing banks.

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Actual	Projected
2007	16.5	10,314	10,700
2008	16.5	10,964	10,000
2009	14.5*	12,964	10,500
2010	9.0*		10,500
2011	8.0*		10,500
2012	7.0*		14,000

*FTE reduced for positions eliminated or moved to Purchasing or Contract Compliance.

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other efficiency measures can be found in divisional sections.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Actual	Projected	Actual	Projected
2007	11,161	8,000	32,389	33,000
2008	11,340	11,000	32,154	33,000
2009	12,721	11,000	30,742	33,000
2010		13,200		33,000
2011		13,000		32,200
2012		12,700		30,500

SFY	Number of Payment Documents Processed	
	Actual	Projected
2007	170,179	175,000
2008	180,908	180,000
2009	181,491	180,000
2010		180,000
2011		180,000
2012		181,500

Support services are provided to over 8,200 departmental employees which includes turnover, part-time and temporary employees.

7d. Provide a customer satisfaction measure, if available.

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DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	250,000	0.00	250,000	0.00	250,000	0.00
TOTAL - EE	0	0.00	250,000	0.00	250,000	0.00	250,000	0.00
TOTAL	0	0.00	250,000	0.00	250,000	0.00	250,000	0.00
GRAND TOTAL	\$0	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00

CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Revenue Maximization

Budget Unit: 88817C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS				
EE		250,000		250,000 E
PSD				
TRF				
Total		250,000		250,000 E

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE		250,000		250,000 E
PSD				
TRF				
Total		250,000		250,000 E

FTE 0.00

FTE 0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Other Funds:

Note: An "E" is requested for federal funds.

Note: An "E" is requested for federal funds.

2. CORE DESCRIPTION

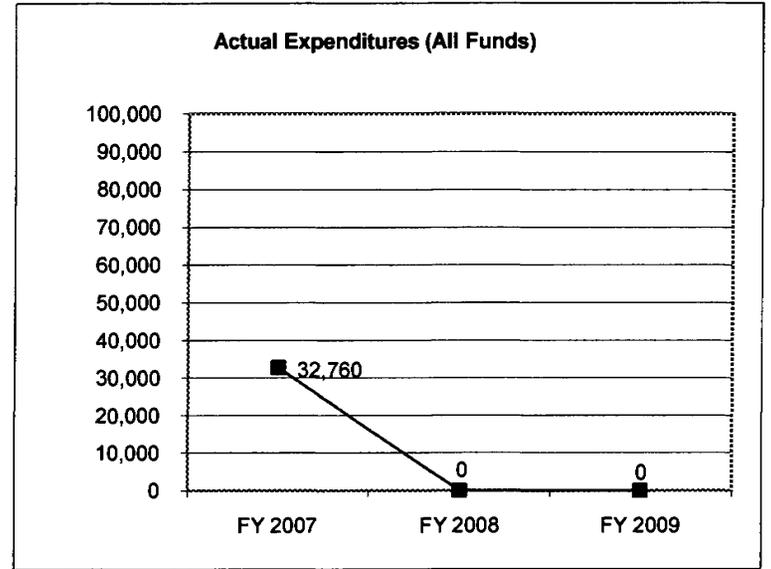
Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	1,000,000	1,000,000	1,000,000	250,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	1,000,000	1,000,000	1,000,000	N/A
Actual Expenditures (All Funds)	32,760	0	0	N/A
Unexpended (All Funds)	967,240	1,000,000	1,000,000	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	967,240	1,000,000	1,000,000	N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

- FY2007 -- \$967,240 federal fund agency reserve for authority in excess of cash.
- FY2008 -- \$1,000,000 federal fund agency reserve for authority in excess of cash.
- FY2009 -- \$1,000,000 federal fund agency reserve for authority in excess of cash.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
REVENUE MAXIMATION

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	
DEPARTMENT CORE REQUEST	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	
GOVERNOR'S RECOMMENDED CORE	EE	0.00	0	250,000	0	250,000	
	Total	0.00	0	250,000	0	250,000	

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REVENUE MAXIMATION								
CORE								
PROFESSIONAL SERVICES	0	0.00	250,000	0.00	250,000	0.00	250,000	0.00
TOTAL - EE	0	0.00	250,000	0.00	250,000	0.00	250,000	0.00
GRAND TOTAL	\$0	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$250,000	0.00	\$250,000	0.00	\$250,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

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PROGRAM DESCRIPTION

Department: Social Services

Program Name: Revenue Maximization

Program is found in the following core budget(s): Revenue Maximization

1. What does this program do?

PROGRAM SYNOPSIS: Provides a mechanism to make contingency contract payments on revenue maximization projects.

The Department of Social Services enlists the assistance of private entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

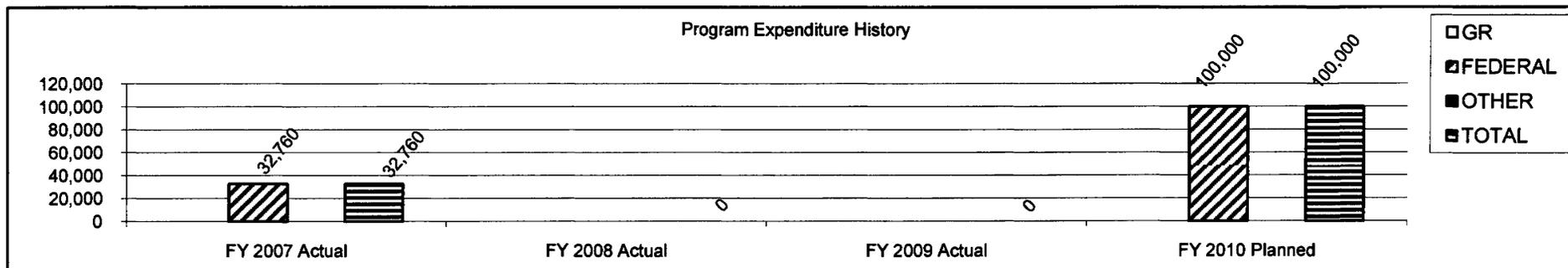
3. Are there federal matching requirements? If yes, please explain.

No. Contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

SFY	Title IV-E New Revenues		Medicaid New Revenues	
	Projected	Actual	Projected	Actual
2007	\$3,000,000	\$0*	\$5,500,000	\$0
2008	\$3,000,000	\$0*	\$5,500,000	\$0
2009	\$0	\$0*	\$2,000,000	\$0
2010	\$0		\$0	
2011	\$0		\$0	
2012	\$0		\$0	

*No "new" revenues have been identified; previous new revenue identified has now become common practice.

7b. Provide an efficiency measure.

SFY	New Annual Revenue per \$1 Cost*	
	Projected	Actual
2007	\$20	\$0**
2008	\$20	\$0**
2009	\$20	\$0**
2010	\$20	
2011	\$0	
2012	\$0	

*Anticipated revenues from fully implemented initiatives

**No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

**RECEIPT & DISBURSEMENT—
REFUNDS**

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
PROGRAM-SPECIFIC								
TITLE XIX-FEDERAL AND OTHER	4,223,161	0.00	1,397,000	0.00	1,397,000	0.00	1,397,000	0.00
FEDERAL AND OTHER	60,703	0.00	53,000	0.00	53,000	0.00	53,000	0.00
TEMP ASSIST NEEDY FAM FEDERAL	2,355	0.00	25,000	0.00	25,000	0.00	25,000	0.00
DEPT OF SOC SERV FEDERAL & OTH	216,702	0.00	225,000	0.00	225,000	0.00	225,000	0.00
PHARMACY REBATES	46,754	0.00	25,000	0.00	25,000	0.00	25,000	0.00
THIRD PARTY LIABILITY COLLECT	555,762	0.00	125,000	0.00	125,000	0.00	125,000	0.00
PREMIUM	1,745,948	0.00	650,000	0.00	650,000	0.00	650,000	0.00
TOTAL - PD	6,851,385	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL	6,851,385	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$6,851,385	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00

CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Receipt and Disbursement--Refunds

Budget Unit: 88853C

1. CORE FINANCIAL SUMMARY

FY 2011 Budget Request					FY 2011 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS					PS				
EE					EE				
PSD		1,700,000	800,000	2,500,000	PSD		1,700,000	800,000	2,500,000
TRF					TRF				
Total		1,700,000	800,000	2,500,000	Total		1,700,000	800,000	2,500,000
FTE				0.00	FTE				0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)
 Premium Fund (0885)
 Pharmacy Rebates (0114)

Other Funds: Third Party Liability Collections Fund (0120)
 Premium Fund (0885)
 Pharmacy Rebates (0114)

Note: "E's" are requested in all funds.

Note: "E's" are requested in all funds.

2. CORE DESCRIPTION

Core budget for the Division of Finance and Administrative Services to manage (refund) incorrectly deposited receipts.

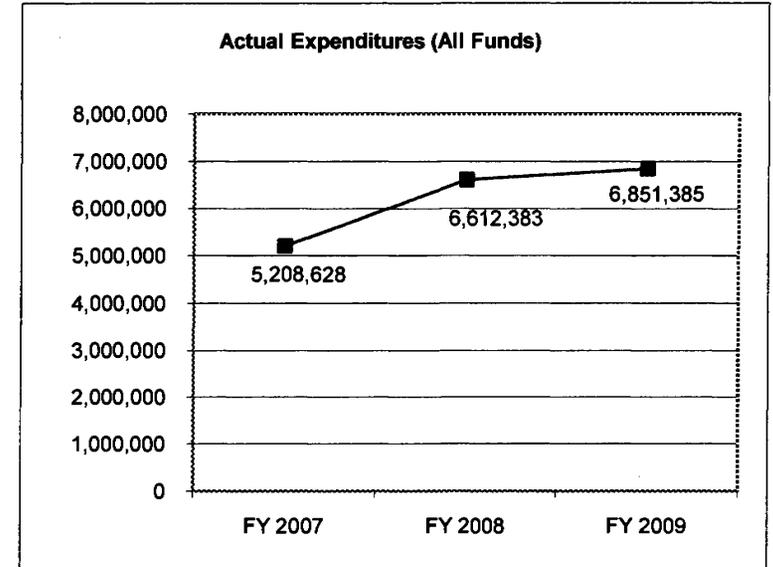
3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

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4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	2,500,000	2,500,000	2,500,000	2,500,000
Less Reverted (All Funds)				N/A
Budget Authority (All Funds)	2,500,000	2,500,000	2,500,000	N/A
Actual Expenditures (All Funds)	5,208,628	6,612,383	6,851,385	N/A
Unexpended (All Funds)	(2,708,628)	(4,112,383)	(4,351,385)	N/A
Unexpended, by Fund:				
General Revenue				N/A
Federal	(1,774,281)	(2,615,957)	(2,802,921)	N/A
Other	(934,347)	(1,496,426)	(1,548,464)	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2007--"E" increases=\$50,000 federal fund (0610); \$1,736,100 federal fund (0163); \$25,000 federal fund (0189); \$154,400 Third Party Liability; \$802,400 Premiums
 FY2008--"E" increases=\$2,852,000 federal fund (0163); \$125,000 Third Party Liability \$1,455,000 Premiums.
 FY2009--"E" increases=\$2,937,000 federal fund (0163); \$10,000 federal fund (0189); \$50,000 Pharmacy Rebates; \$436,650 Third Party Liability; \$1,135,000 Premiums

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CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
RECEIPT & DISBURSEMENT-REFUNDS

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
DEPARTMENT CORE REQUEST	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	
GOVERNOR'S RECOMMENDED CORE	PD	0.00	0	1,700,000	800,000	2,500,000	
	Total	0.00	0	1,700,000	800,000	2,500,000	

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
RECEIPT & DISBURSEMENT-REFUNDS								
CORE								
REFUNDS	6,851,385	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
TOTAL - PD	6,851,385	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
GRAND TOTAL	\$6,851,385	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$2,500,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$4,502,921	0.00	\$1,700,000	0.00	\$1,700,000	0.00	\$1,700,000	0.00
OTHER FUNDS	\$2,348,464	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00

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PROGRAM DESCRIPTION

Department: Social Services

Program Name: Receipt and Disbursement--Refunds

Program is found in the following core budget(s): Receipt and Disbursement--Refunds

1. What does this program do?

PROGRAM SYNOPSIS: This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary.

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The State Auditor, who routinely reviews the cash receipt function of the department for accuracy and timeliness, endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the premium paid by a family when they leave the program.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

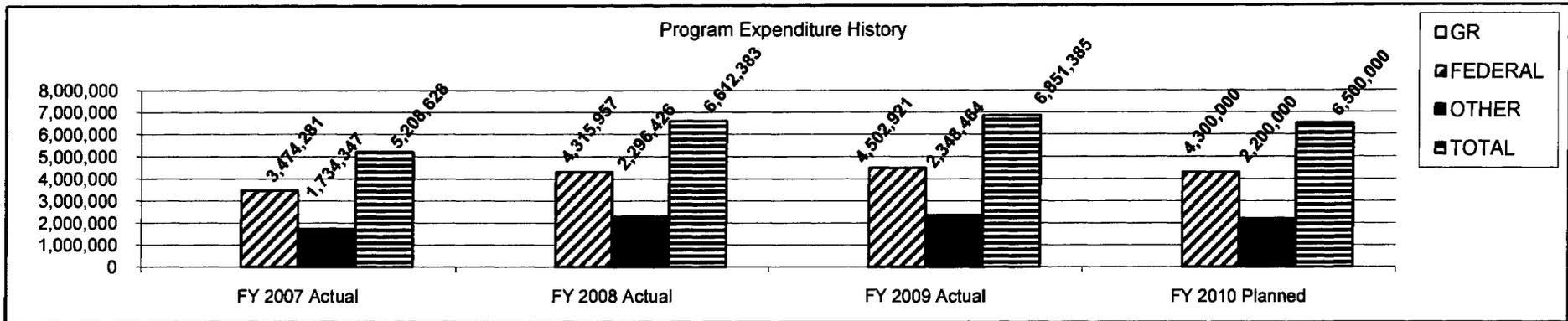
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other" funds?

Pharmacy Rebates (0114), Third Party Liability (0120) and Premiums (0885).

7a. Provide an effectiveness measure.

SFY	Amount of Refunds Processed	
	Actual	Projected
2007	\$5,208,628	\$2,500,000
2008	\$6,612,384	\$2,500,000
2009	\$6,851,385	\$2,500,000
2010		\$6,500,000
2011		\$6,500,000
2012		\$6,500,000

7b. Provide an efficiency measure.

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

7c. Provide the number of clients/individuals served, if applicable.

7d. Provide a customer satisfaction measure, if available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM-SPECIFIC								
GENERAL REVENUE	2,228,968	0.00	2,484,608	0.00	2,484,608	0.00	2,484,608	0.00
TOTAL - PD	2,228,968	0.00	2,484,608	0.00	2,484,608	0.00	2,484,608	0.00
TOTAL	2,228,968	0.00	2,484,608	0.00	2,484,608	0.00	2,484,608	0.00
GRAND TOTAL	\$2,228,968	0.00	\$2,484,608	0.00	\$2,484,608	0.00	\$2,484,608	0.00

CORE DECISION ITEM

Department: Social Services
Division: Finance and Administrative Services
Core: Neglected and Delinquent Children

Budget Unit: 88854C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS				
EE				
PSD	2,484,608			2,484,608
TRF				
Total	2,484,608			2,484,608

FTE 0.00

<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				
PSD	2,484,608			2,484,608
TRF				
Total	2,484,608			2,484,608

FTE 0.00

<i>Est. Fringe</i>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

2. CORE DESCRIPTION

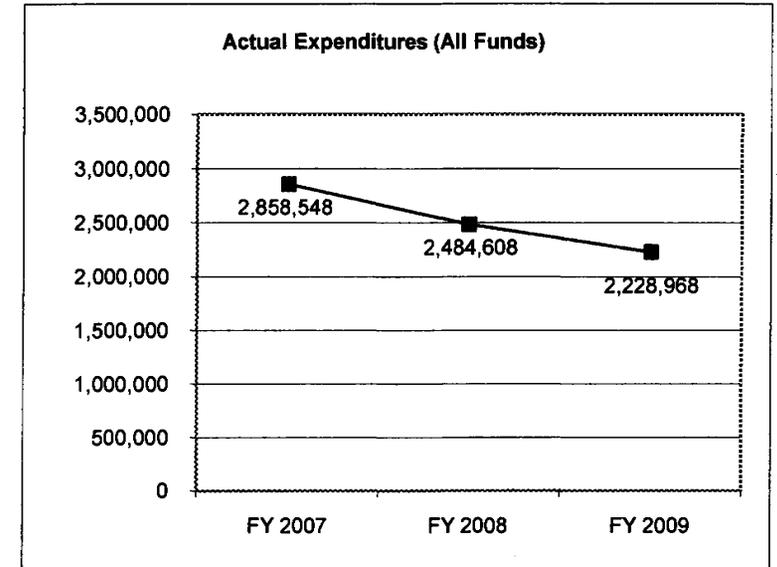
Core budget for state payments to counties for juveniles in county detention centers, pursuant to State Statutes 211.151, 211.156 RSMo.

3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected and delinquent children.

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	3,302,000	3,302,000	3,302,000	2,484,608
Less Reverted (All Funds)			(793,060)	N/A
Budget Authority (All Funds)	3,302,000	3,302,000	2,508,940	N/A
Actual Expenditures (All Funds)	2,858,548	2,484,608	2,228,968	N/A
Unexpended (All Funds)	443,452	817,392	279,972	N/A
Unexpended, by Fund:				
General Revenue	443,452	817,392	279,972	N/A
Federal				N/A
Other				N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
NEGLECTED & DELINQUENT CHLDRN

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES	PD	0.00	2,484,608	0	0	2,484,608	
	Total	0.00	2,484,608	0	0	2,484,608	
DEPARTMENT CORE REQUEST	PD	0.00	2,484,608	0	0	2,484,608	
	Total	0.00	2,484,608	0	0	2,484,608	
GOVERNOR'S RECOMMENDED CORE	PD	0.00	2,484,608	0	0	2,484,608	
	Total	0.00	2,484,608	0	0	2,484,608	

FY11 Department of Social Services Report #10

DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
NEGLECTED & DELINQUENT CHLDRN								
CORE								
PROGRAM DISTRIBUTIONS	2,228,968	0.00	2,484,608	0.00	2,484,608	0.00	2,484,608	0.00
TOTAL - PD	2,228,968	0.00	2,484,608	0.00	2,484,608	0.00	2,484,608	0.00
GRAND TOTAL	\$2,228,968	0.00	\$2,484,608	0.00	\$2,484,608	0.00	\$2,484,608	0.00
GENERAL REVENUE	\$2,228,968	0.00	\$2,484,608	0.00	\$2,484,608	0.00	\$2,484,608	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

PROGRAM DESCRIPTION

Department: Social Services
Program Name: Neglected and Delinquent Children
Program is found in the following core budget(s): Neglected and Delinquent Children

1. What does this program do?

PROGRAM SYNOPSIS: Provides for payments to county youth detention programs for juveniles detained in the juvenile justice system.

Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY10 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Administration of this reimbursement program became the responsibility of the Division of Budget and Finance, now the Division of Finance and Administrative Services, in FY93 following the transfer of funding from the Office of Administration.

Counties submit reimbursement requests to the Division of Finance and Administrative Services (DFAS) monthly. The DFAS requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 211.151, 211.156.

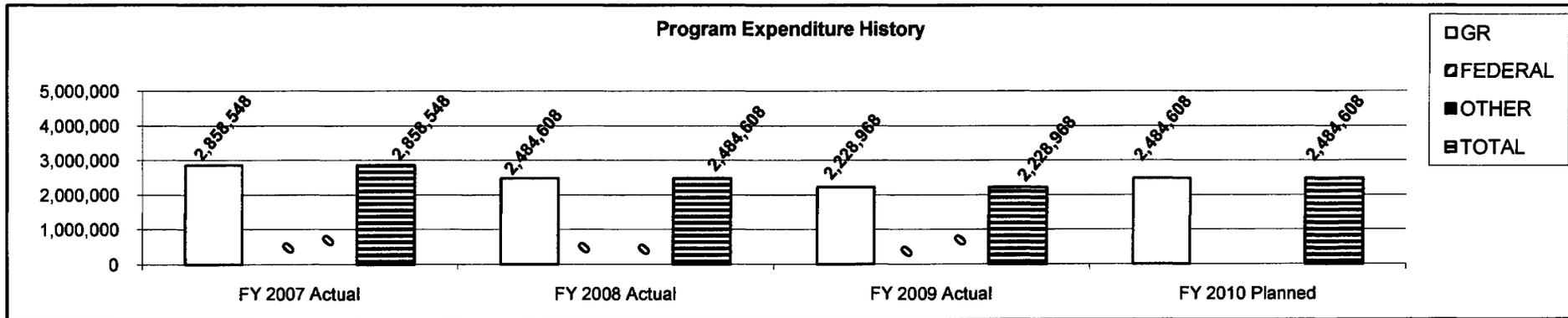
3. Are there federal matching requirements? If yes, please explain.

No.

4. Is this a federally mandated program? If yes, please explain.

No.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

N/A

7a. Provide an effectiveness measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

7b. Provide an efficiency measure.

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Detention Days Reimbursed	
	Actual	Projected
2007	204,182	235,857
2008	177,472	235,857
2009	159,212	235,857
2010		177,472
2011		177,472
2012		177,472

7d. Provide a customer satisfaction measure, if available.

FY11 Department of Social Services Report #9

DECISION ITEM SUMMARY

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
Fund								
DIVISION OF LEGAL SERVICES								
CORE								
PERSONAL SERVICES								
GENERAL REVENUE	1,794,304	45.61	1,594,021	41.62	1,594,021	41.62	1,569,445	40.62
DEPT OF SOC SERV FEDERAL & OTH	2,991,748	76.06	3,009,534	68.99	3,009,534	68.99	3,009,534	68.99
THIRD PARTY LIABILITY COLLECT	546,909	13.92	552,801	13.29	552,801	13.29	552,801	13.29
CHILD SUPPORT ENFORCEMENT FUND	155,451	3.96	166,003	3.07	166,003	3.07	166,003	3.07
TOTAL - PS	5,488,412	139.55	5,322,359	126.97	5,322,359	126.97	5,297,783	125.97
EXPENSE & EQUIPMENT								
GENERAL REVENUE	183,063	0.00	167,439	0.00	50,505	0.00	48,546	0.00
DEPT OF SOC SERV FEDERAL & OTH	471,853	0.00	665,910	0.00	665,910	0.00	665,910	0.00
THIRD PARTY LIABILITY COLLECT	56,384	0.00	115,339	0.00	115,339	0.00	115,339	0.00
TOTAL - EE	711,300	0.00	948,688	0.00	831,754	0.00	829,795	0.00
TOTAL	6,199,712	139.55	6,271,047	126.97	6,154,113	126.97	6,127,578	125.97
GRAND TOTAL	\$6,199,712	139.55	\$6,271,047	126.97	\$6,154,113	126.97	\$6,127,578	125.97



CORE DECISION ITEM

Department: Social Services
Division: Legal Services
Core: Legal Services

Budget Unit: 88912C

1. CORE FINANCIAL SUMMARY

	FY 2011 Budget Request			
	GR	Federal	Other	Total
PS	1,594,021	3,009,534	718,804	5,322,359
EE	50,505	665,910	115,339	831,754
PSD				
TRF				
Total	1,644,526	3,675,444	834,143	6,154,113
FTE	41.62	68.99	16.36	126.97

	FY 2011 Governor's Recommendation			
	GR	Federal	Other	Total
PS	1,569,445	3,009,534	718,804	5,297,783
EE	48,546	665,910	115,339	829,795
PSD				
TRF				
Total	1,617,991	3,675,444	834,143	6,127,578
FTE	40.62	68.99	16.36	125.97

Est. Fringe	958,485	1,809,633	432,217	3,200,334
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Est. Fringe	943,707	1,809,633	432,217	3,185,557
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)
 Child Support Enforcement Collections Fund (0169)

Other Funds: Third Party Liability Collections Fund (0120)
 Child Support Enforcement Collections Fund (0169)

2. CORE DESCRIPTION

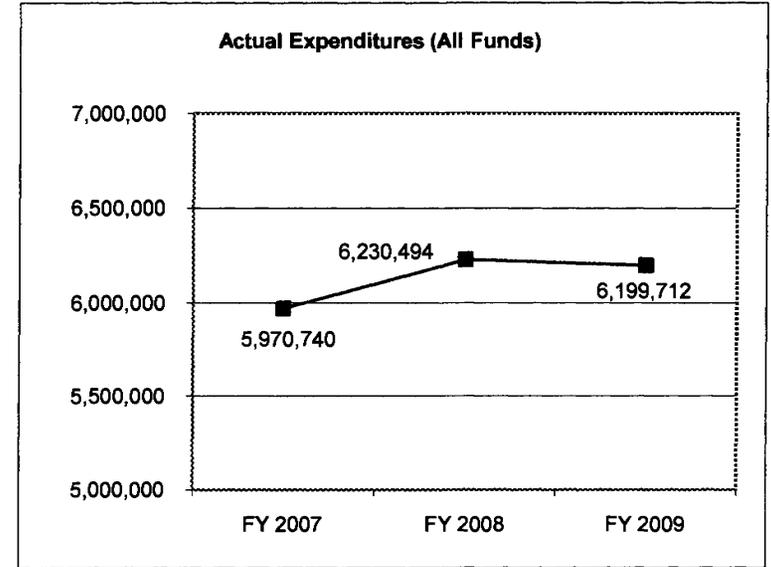
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

4. FINANCIAL HISTORY

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Current Yr.
Appropriation (All Funds)	6,405,126	6,567,382	6,728,479	6,271,047
Less Reverted (All Funds)	(59,103)	(61,202)	(69,301)	N/A
Budget Authority (All Funds)	6,346,023	6,506,180	6,659,178	N/A
Actual Expenditures (All Funds)	5,970,740	6,230,494	6,199,712	N/A
Unexpended (All Funds)	375,283	275,686	459,466	N/A
Unexpended, by Fund:				
General Revenue	91	7,231	59,386	N/A
Federal	325,641	248,498	324,681	N/A
Other	49,551	19,957	75,399	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

NOTES:

FY2007
\$325,560 Federal Fund agency reserve for authority in excess of cash; \$44,933 Third Party Liability fund agency reserve.

FY2008
\$207,218 Federal Fund agency reserve for authority in excess of cash.

FY2009
\$267,218 Federal Fund agency reserve for authority in excess of cash.
\$58,948 Third Party Liability fund agency reserve.

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES
DIVISION OF LEGAL SERVICES

5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES									
			PS	126.97	1,594,021	3,009,534	718,804	5,322,359	
			EE	0.00	167,439	665,910	115,339	948,688	
			Total	126.97	1,761,460	3,675,444	834,143	6,271,047	
DEPARTMENT CORE ADJUSTMENTS									
Core Reduction	866 6354		EE	0.00	(116,934)	0	0	(116,934)	Core reduction per FY10 expenditure restriction plan - reduce legal subscriptions, stop paying bar dues, eliminate temp staff, reduce contracted attorneys and general E&E reductions to STAT.
Core Reallocation	284 2964		PS	0.00	0	0	0	(0)	
Core Reallocation	284 6353		PS	(0.00)	0	0	0	(0)	
Core Reallocation	284 2790		PS	0.00	0	0	0	0	
Core Reallocation	284 1009		PS	0.00	0	0	0	0	
	NET DEPARTMENT CHANGES			0.00	(116,934)	0	0	(116,934)	
DEPARTMENT CORE REQUEST									
			PS	126.97	1,594,021	3,009,534	718,804	5,322,359	
			EE	0.00	50,505	665,910	115,339	831,754	
			Total	126.97	1,644,526	3,675,444	834,143	6,154,113	
GOVERNOR'S ADDITIONAL CORE ADJUSTMENTS									
Core Reduction	1621		PS	(1.00)	(24,576)	0	0	(24,576)	
Core Reduction	1621		EE	0.00	(1,959)	0	0	(1,959)	
	NET GOVERNOR CHANGES			(1.00)	(26,535)	0	0	(26,535)	

CORE RECONCILIATION DETAIL

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF LEGAL SERVICES

5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
GOVERNOR'S RECOMMENDED CORE							
	PS	125.97	1,569,445	3,009,534	718,804	5,297,783	
	EE	0.00	48,546	665,910	115,339	829,795	
	Total	125.97	1,617,991	3,675,444	834,143	6,127,578	

FLEXIBILITY REQUEST FORM

BUDGET UNIT NUMBER: 88912C	DEPARTMENT: Social Services
BUDGET UNIT NAME: Division of Legal Services	DIVISION: Legal Services

1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

DEPARTMENT REQUEST

Section	PS or E&E	Core	% Flex Requested	Flex Requested Amount
	PS	\$5,322,359	25%	\$1,330,590
	E&E	\$831,754	25%	\$207,938
<i>Total Request</i>		\$6,154,113		\$1,538,528

2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	H.B. 11 language allows for up to 25% flexibility for all funds between personal services and expense and equipment.	25% flexibility is being requested in all funds.

3. Please explain how flexibility was used in the prior and/or current years.

**PRIOR YEAR
EXPLAIN ACTUAL USE**

**CURRENT YEAR
EXPLAIN PLANNED USE**

25% flexibility granted for all appropriations, funds were not utilized.

Flexibility allows DSS to utilize and manage funds in the most efficient and effective manner. Uses will be determined on an "as needed" basis.

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CORE								
ADMIN OFFICE SUPPORT ASSISTANT	170,988	5.93	156,587	5.50	119,712	4.50	119,712	4.50
OFFICE SUPPORT ASST (KEYBRD)	287,340	12.66	240,705	11.00	283,780	12.00	283,780	12.00
SR OFC SUPPORT ASST (KEYBRD)	338,592	13.47	317,596	12.50	338,194	13.00	313,618	12.00
RESEARCH ANAL I	33,379	1.01	33,419	1.00	33,419	1.00	33,419	1.00
EXECUTIVE I	0	0.00	0	0.00	31,176	1.00	31,176	1.00
PROGRAM DEVELOPMENT SPEC	42,452	1.01	42,501	1.00	42,505	1.00	42,505	1.00
CLAIMS & RESTITUTION TECH I	97,966	3.00	98,200	3.00	98,208	3.01	98,208	3.01
CLAIMS & RESTITUTION TECH II	33,991	1.01	34,028	1.00	34,031	0.99	34,031	0.99
INVESTIGATOR I	98,334	3.01	91,390	3.00	98,830	3.00	98,830	3.00
INVESTIGATOR II	845,344	22.22	798,634	19.40	835,581	21.00	835,581	21.00
INVESTIGATOR III	725,084	17.26	688,808	14.00	722,724	15.00	722,724	15.00
INVESTIGATION MGR B1	158,562	3.21	150,595	3.00	132,934	3.00	132,934	3.00
DIVISION DIRECTOR	89,643	1.01	91,798	1.00	91,800	1.00	91,800	1.00
DEPUTY DIVISION DIRECTOR	71,853	1.01	71,936	1.00	71,941	1.00	71,941	1.00
LEGAL COUNSEL	1,280,779	26.19	1,279,542	26.00	1,304,251	23.01	1,304,251	23.01
HEARINGS OFFICER	867,629	19.33	936,002	17.53	763,678	16.51	763,678	16.51
CLERK	10,188	0.49	19,594	0.65	19,593	0.50	19,593	0.50
TYPIST	24,905	1.28	19,531	0.89	19,531	1.00	19,531	1.00
MISCELLANEOUS PROFESSIONAL	75,548	1.32	50,227	0.50	71,467	0.48	71,467	0.48
SPECIAL ASST PROFESSIONAL	81,965	1.15	71,936	1.00	71,111	0.99	71,111	0.99
SPECIAL ASST OFFICE & CLERICAL	107,749	3.01	99,318	3.00	107,881	2.99	107,881	2.99
INVESTIGATOR	46,121	0.97	30,012	1.00	30,012	0.99	30,012	0.99
TOTAL - PS	5,488,412	139.55	5,322,359	126.97	5,322,359	126.97	5,297,783	125.97
TRAVEL, IN-STATE	80,702	0.00	100,939	0.00	85,498	0.00	85,498	0.00
TRAVEL, OUT-OF-STATE	5,308	0.00	3,900	0.00	3,900	0.00	3,900	0.00
SUPPLIES	244,091	0.00	215,772	0.00	201,573	0.00	201,573	0.00
PROFESSIONAL DEVELOPMENT	22,994	0.00	40,051	0.00	40,051	0.00	40,051	0.00
COMMUNICATION SERV & SUPP	93,374	0.00	108,700	0.00	108,699	0.00	108,699	0.00
PROFESSIONAL SERVICES	181,830	0.00	359,140	0.00	271,873	0.00	271,873	0.00
HOUSEKEEPING & JANITORIAL SERV	294	0.00	100	0.00	100	0.00	100	0.00
M&R SERVICES	37,804	0.00	50,800	0.00	50,774	0.00	50,774	0.00
COMPUTER EQUIPMENT	962	0.00	0	0.00	0	0.00	0	0.00

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DECISION ITEM DETAIL

Budget Unit	FY 2009	FY 2009	FY 2010	FY 2010	FY 2011	FY 2011	FY 2011	FY 2011
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
DIVISION OF LEGAL SERVICES								
CORE								
MOTORIZED EQUIPMENT	21,000	0.00	34,553	0.00	34,553	0.00	32,594	0.00
OFFICE EQUIPMENT	9,111	0.00	15,070	0.00	15,070	0.00	15,070	0.00
OTHER EQUIPMENT	6,045	0.00	10,000	0.00	10,000	0.00	10,000	0.00
PROPERTY & IMPROVEMENTS	0	0.00	500	0.00	500	0.00	500	0.00
EQUIPMENT RENTALS & LEASES	2,153	0.00	3,163	0.00	3,163	0.00	3,163	0.00
MISCELLANEOUS EXPENSES	5,632	0.00	6,000	0.00	6,000	0.00	6,000	0.00
TOTAL - EE	711,300	0.00	948,688	0.00	831,754	0.00	829,795	0.00
GRAND TOTAL	\$6,199,712	139.55	\$6,271,047	126.97	\$6,154,113	126.97	\$6,127,578	125.97
GENERAL REVENUE	\$1,977,367	45.61	\$1,761,460	41.62	\$1,644,526	41.62	\$1,617,991	40.62
FEDERAL FUNDS	\$3,463,601	76.06	\$3,675,444	68.99	\$3,675,444	68.99	\$3,675,444	68.99
OTHER FUNDS	\$758,744	17.88	\$834,143	16.36	\$834,143	16.36	\$834,143	16.36

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PROGRAM DESCRIPTION

Department: Social Services

Program Name: Division of Legal Services

Program is found in the following core budget(s): Division of Legal Services

1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

Litigation

The Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The Special Counsel for Litigation administers the section and assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence, St. Joseph, Springfield, Rolla and Joplin.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes. Additional duties include:

- providing legal advice and representation to the child abuse and neglect hotline system, and by defending the decisions made by the department in Circuit Court;
- providing competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- providing legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- providing legal advice and representation to CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- providing legal research to the Department's General Counsel and the program divisions;
- reviewing proposed legislation and preparing fiscal notes;
- assisting in the review and drafting of contracts between divisions and nongovernment service providers;
- reviewing and drafting memorandums of understanding between the department/divisions and other governmental entities;
- providing legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- providing legal advice and counsel to the MOHealthnet Division in administering the MOHealthnet program;
- providing legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs;
- serving as a liaison between the Department and its divisions and the Missouri Attorney General's Office on cases involving litigation involving the Department; and
- providing legal advice and counsel to the other support divisions within the department.

Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis, Independence and Kansas City who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

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Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MOHealthNet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

Investigations

The Investigation Section is divided into four units: Welfare Investigations, MO HealthNet Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions -- Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

MO HealthNet Program fraud and abuse committed by recipients is investigated by the MO HealthNet Investigation Unit (MHIU). The MHIU is responsible for the investigation, identification and collection of evidence for use in criminal and civil prosecutions relating to Recipient MO HealthNet Program fraud and abuse. MHIU is also responsible for MO HealthNet provider compliance investigations including overpayments, denial of enrollments, and program sanctions. The MHIU is involved with two multi-agency (federal and state) task forces in an effort to prosecute cases of fraud and abuse of medical entitlement programs.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department has a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1-456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

3. Are there federal matching requirements? If yes, please explain.

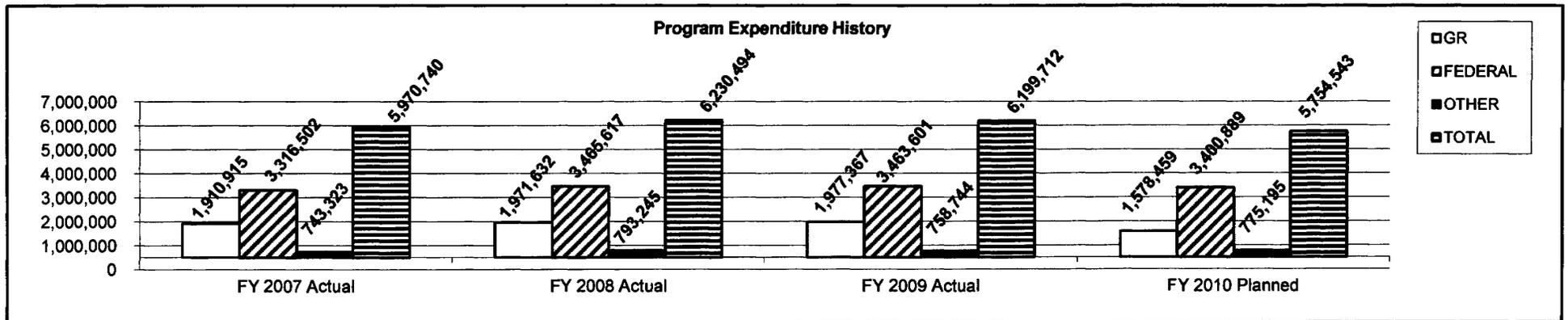
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

4. Is this a federally mandated program? If yes, please explain.

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO HealthNet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO HealthNet fraud. The litigation section manages cases related to MO HealthNet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



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6. What are the sources of the "Other" funds?

Third Party Liability Fund and Child Support Enforcement Collections.

7a. Provide an effectiveness measure.

Average number of Months between Permanency Planning Case Assignment to Attorney and Closure		
SFY	Actual	Projected
2007	13.0	20.0
2008	11.0	15.0
2009	11.0	15.0
2010		15.0
2011		12.0
2012		12.0

7b. Provide an efficiency measure.

Annual Amount of Collections of Claims for Overpayment of Public Assistance		
SFY	Actual	Projected
2007	\$1.4 million	\$1.5 million
2008	\$1.3 million	\$1.5 million
2009	\$1.3 million	\$1.5 million
2010		\$1.5 million
2011		\$1.5 million
2012		\$1.5 million

Annual Number of Recipient Fraud and Abuse Cases Conducted by the MO HealthNet Investigations Unit (MHIU)		
SFY	Actual	Projected
2007	1,812	910
2008	1,676	1,600
2009	1,577	1,600
2010		1,600
2011		1,600
2012		1,600

Average Number of Days between the date a Child Support Hearing Request is Received to the Date of the Hearing		
SFY	Actual	Projected
2007	181	80
2008	164	173
2009	186	155
2010		137
2011		120
2012		155

7c. Provide the number of clients/individuals served, if applicable.

SFY	Number of Protective Service cases closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2007	1,462	1,800	17,359	15,500	6,413	6,500	230	350
2008	1,878	1,450	20,821	24,000	6,624	6,500	249	250
2009	1,491	1,450	22,877	24,000	6,339	6,500	198*	250
2010		1,450		24,000		6,500		250
2011		1,450		24,000		6,500		250
2012		1,450		24,000		6,500		250

*Reduced numbers reflect a growing trend of more complex general child abuse and child fatality cases crossing over into the field of high technology, requiring multiple investigator involvement and increased manpower hours per case.

7d. Provide a customer satisfaction measure, if available.