



Missouri Department of
SOCIAL SERVICES
Support Divisions
Appropriation Summaries

August 15, 2008

Office of the Director

What does this program do?

The role of the Office of the Director is to provide leadership and direction for approximately 8,200 employees in the seven divisions of the Department of Social Services (DSS). In its leadership role, the Office of the Director:

- coordinates and monitors the division's operational plans and major policy initiatives;
- identifies emerging issues and formulates the department's response to them;
- ensures appropriate and effective use of public funds appropriated to the department;
- creates public/private partnerships to resolve issues facing children and families;
- is Missouri's voice in national human services forums; and
- is 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.

Four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and three support divisions (Divisions of Budget and Finance, General Services and Legal Services) report to the Office of the Director.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$441,539	\$445,948	\$461,883	\$474,615
FEDERAL	\$13,836	\$13,285	\$13,443	\$13,879
OTHER	\$58,561	\$57,985	\$62,442	\$63,883
TOTAL	\$513,936	\$517,218	\$537,768	\$552,377

What are the sources of other funds?

Child Support Enforcement Collections Fund

How many staff are budgeted for this program?

Budgeted Staff	
FY-2006	9
FY-2007	8
FY-2008	8
FY-2009	8

Mail Center Consolidation

What does this program do?

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

What is the authorization for this program?

State statute: 660.010

Is this a federally mandated program? No.

Are there federal matching requirements? No.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008* Actual	FY 2009 Planned
GR	\$0	\$0	\$320,973	\$325,253
FEDERAL	\$0	\$0	\$29,036	\$29,151
OTHER	\$0	\$0	\$10,383	\$10,713
TOTAL	\$0	\$0	\$360,392	\$365,117

What are the sources of other funds?

Child Support Enforcement Collections Fund

How many staff are budgeted for this program?

Budgeted Staff	
FY-2007	0
FY-2008	10*
FY-2009	10

*New for FY 2008

Federal Grants and Donations

What does this program do?

This appropriation provides the department with a centralized administrative mechanism to receive and expend new grants or donations as they become available during the fiscal year. The Division of Budget and Finance 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 the 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.

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.

Grants awarded that will utilize this appropriation to expend funds during FY 2009 are as follows:

- Head Start Innovation and Improvement Grant
- School Violence Hotline
- Education and Training Vouchers
- Youth Services Donations
- STAT Multidisciplinary Training Grants
- Healthy Start Grow Smart Grant
- Internet Cyber Crime Grant
- MHD Transformation Grant
- CD PBC & QA Systems Demonstration Project (the Missouri project on Privatization of Out-of-Home Care for Children)

What is the authorization for this program?

State statute: RSMo 660

Is this a federally mandated program? No.

Are there federal matching requirements?

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.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$0	\$0	\$0	\$0
FEDERAL	\$2,799,887	\$5,510,730	\$2,182,687	\$2,000,000
OTHER	\$0	\$0	\$0	\$94
TOTAL	\$2,799,887	\$5,510,730	\$2,182,687	\$2,000,094

What are the sources of other funds?

Family Services Donation, Youth Services Treatment

Maintenance and Repair

What does this program do?

Provides funding for maintenance and repair of Division of Youth Services facilities.

What is the authorization for this program?

State: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

This program does not have a federal matching requirement. However, Youth Services facility program expenditures are used as state maintenance of effort (MOE) to earn Social Services Block Grant (SSBG) along with other administrative expenditures to earn a federal indirect rate.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009* Planned
GR	\$0	\$0	\$0	\$0
FEDERAL	\$139,594	\$137,979	\$0	\$0
OTHER	\$91,107	\$109,502	\$0	\$0
TOTAL	\$230,701	\$247,481	\$0	\$0

*This authority was appropriated to the Office of Administration, Design and Construction Facilities Management in FY-2008.

What are the sources of other funds?

Facilities Maintenance Reserve Fund

Human Resource Center

What does this program do?

The Human Resource Center (HRC) plans, develops and implements statewide human resource programs; giving direction and coordination to all divisions within the Department of Social Services (DSS).

The quality and level of services provided to the public through DSS programs are directly affected by the performance of each division's employees. Therefore, the service and support functions provided within DSS by HRC are necessary to maintain a qualified and productive workforce. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance and assistance, thus contributing to the retention of a productive and harmonious workforce.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$320,284	\$339,088	\$349,420	\$377,043
FEDERAL	\$217,017	\$187,610	\$214,068	\$221,004
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$537,301	\$526,698	\$563,488	\$598,047

What are the sources of other funds?

Not applicable

How many staff are budgeted for this program?

Budgeted Staff	
FY-2006	16
FY-2007	15
FY-2008	14
FY-2009	14

Efficiency and Effectiveness Measures:

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees Receiving Employment-Related Training	
	Actual	Projected	Actual**	Projected
2005	1,637,679*	992,880	9,957	4,000
2006	1,736,498	1,700,000	7,720	8,000
2007	1,767,496	1,700,000	9,905	8,000
2008		1,700,000		8,000
2009		1,700,000		8,000
2010		1,700,000		8,000

*Numbers have increased to include both internet and intranet web sites.

**Numbers represent multiple training sessions employees attend during the fiscal year

Field and Line Staff Training

What does this program do?

Provides staff training to the Department of Social Services (DSS) field and line staff.

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.

All courses allow the participants to learn skills to perform their jobs in the most effective and efficient manner. DSS 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. Additionally, DSS is utilizing these training efforts to meet the requirements of the Management Training Rule.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$172,782	\$172,781	\$172,777	\$167,598
FEDERAL	\$111,447	\$111,537	\$108,942	\$111,483
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$284,229	\$284,318	\$281,719	\$279,081

What are the sources of other funds?

Not applicable

How many people have been served?

SFY	Number of Salaried DSS Employees	
	Actual	Projected
2005	8,764	9,000
2006	8,858	8,500
2007	8,520	8,500
2008		8,500
2009		8,500
2010		8,500

Efficiency and Effectiveness Measure:

SFY	Number of Employees Receiving Employment-Related Training*	
	Actual	Projected
2005	9,957	4,000
2006	7,720	8,000
2007	9,905	8,000
2008		8,000
2009		8,000
2010		8,000

*Numbers represent multiple training sessions employees attend during the fiscal year

Division of Budget and Finance

What does this program do?

The division provides centralized financial support to all Department of Social Services (DSS) divisions.

The Division of Budget and Finance (DBF) is DSS' central accounting and financial control unit with staff specializing in financial management functions including auditing, budgeting and federal receipts and reporting. The division implements the department's fiscal policies (claiming strategies, expenditure control, etc.) and responds to changes in federal and state fiscal policy. DBF administers all DSS tax credit programs and provides representation for emergency management efforts. The Center for Management Information (CMI) provides direction for the department's research and data management functions.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009* Planned
GR	\$1,386,039	\$1,737,003	\$1,837,015	\$0
FEDERAL	\$367,768	\$737,052	\$771,190	\$0
OTHER	\$0	\$132	\$0	\$0
TOTAL	\$1,753,807	\$2,474,187	\$2,608,205	\$0

*Transferred to Finance and Administrative Services section

What are the sources of other funds?

Administrative Trust Fund

How many staff are budgeted for this program?

Budgeted Staff	
FY-2006	56
FY-2007	74**
FY-2008	74
FY-2009	0

**Center for Management Information staff transferred from Information Technology Services Division (ITSD) when ITSD was moved under the Office of Administration.

Efficiency and Effectiveness Measures:

Average Time Between Invoice and Vendor Payment (in days)		
SFY	Actual	Projected
2005	30	28
2006	26	29
2007	29	26
2008		28
2009		28
2010		28

Average Number of Payment Documents Processed per FTE			
SFY	# of FTE	Actual	Projected
2005	16.5	10,655	9,878
2006	16.5	10,610	10,700
2007	16.5	10,314	10,700
2008	16.5		10,000
2009	16.5		10,000
2010	16.5		10,000

Finance and Administrative Services

What does this program do?

The division provides centralized financial support to all Department of Social Services (DSS) divisions.

The Division of Budget and Finance (DBF) is DSS' central accounting and financial control unit with staff specializing in financial management functions including auditing, budgeting and federal receipts and reporting. The division implements the department's fiscal policies (claiming strategies, expenditure control, etc.) and responds to changes in federal and state fiscal policy. DBF administers all DSS tax credit programs and provides representation for emergency management efforts. The Center for Management Information (CMI) provides direction for the department's research and data management functions.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009* Planned
GR	\$0	\$0	\$0	\$2,676,457
FEDERAL	\$0	\$0	\$0	\$1,153,528
OTHER	\$0	\$0	\$0	\$5,501,854
TOTAL	\$0	\$0	\$0	\$9,331,839

*Finance and Administrative Services section is Division of Budget and Finance and Division of General Services combined -- New for FY 2009

What are the sources of other funds?

Administrative Trust Fund and Child Support Enforcement Collections

How many staff are budgeted for this program?

Budgeted Staff	
FY-2006	56
FY-2007	74**
FY-2008	74
FY-2009	103

**Center for Management Information staff transferred from Information Technology Services Division (ITSD) when ITSD was moved under the Office of Administration.

***Division of Budget and Finance combined with Division of General Services to form Division of Finance and Administrative Services.

Efficiency and Effectiveness Measures:

Average Time Between Invoice and Vendor Payment (in days)		
SFY	Actual	Projected
2005	30	28
2006	26	29
2007	29	26
2008		28
2009		28
2010		28

Average Number of Payment Documents Processed per FTE			
SFY	# of FTE	Actual	Projected
2005	16.5	10,655	9,878
2006	16.5	10,610	10,700
2007	16.5	10,314	10,700
2008	16.5		10,000
2009	16.5		10,000
2010	16.5		10,000

Revenue Maximization

What does this program do?

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-general revenue sources.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements?

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.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$0	\$0	\$0	\$0
FEDERAL	\$125,000	\$32,760	\$0	\$0
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$125,000	\$32,760	\$0	\$0

What are the sources of other funds?

Not applicable

Efficiency and Effectiveness Measures:

New Annual Revenue Per \$1 Cost*			Title IV-E New Revenues		MO HealthNet New Revenues		
SFY	Actual	Projected	SFY	Projected	Actual	Projected	Actual
2005	\$0	\$20	2005	\$1,800,000	\$0	\$3,500,000	\$0
2006	\$24	\$20	2006	\$3,000,000	\$3,000,000	\$9,000,000	\$0
2007	**	\$20	2007	\$3,000,000	\$0***	\$5,500,000	\$0
2008		\$20	2008	\$3,000,000		\$5,500,000	
2009		\$20	2009	\$2,000,000		\$5,500,000	
2010		\$20	2010	\$2,000,000		\$2,000,000	

*Anticipated revenues from fully implemented initiatives
 **No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

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

Receipt & Disbursement - Refunds

What does this program do?

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.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements? No.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$0	\$0	\$0	\$0
FEDERAL	\$2,265,487	\$3,474,281	\$4,315,956	\$1,700,000
OTHER	\$872,813	\$1,734,347	\$2,296,428	\$800,000
TOTAL	\$3,138,300	\$5,208,628	\$6,612,384	\$2,500,000

What are the sources of other funds?

Pharmacy Rebates, Third Party Liability Collections Fund, Premium Fund

Efficiency and Effectiveness Measure:

Amount of Refunds Processed		
SFY	Actual	Projected
2005	\$2,839,524	\$2,500,000
2006	\$3,138,300	\$2,500,000
2007	\$5,208,628	\$2,500,000
2008		\$2,500,000
2009		\$2,500,000
2010		\$2,500,000

Neglected and Delinquent Children

What does this program do?

Provides for payments to county youth detention programs for each juvenile detained in the juvenile justice system. Payments are made in accordance with RSMo 211.156 at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY 2008 to provide a daily reimbursement rate of \$14 as authorized by law.

What is the authorization for this program?

State statutes: RSMo 211.151, 211.156

Is this a federally mandated program? No.

Are there federal matching requirements? No.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$3,183,684	\$2,858,548	\$2,484,608	\$3,202,940
FEDERAL	\$0	\$0	\$0	\$0
OTHER	\$0	\$0	\$0	\$0
TOTAL	\$3,183,684	\$2,858,548	\$2,484,608	\$3,202,940

What are the sources of other funds?

Not applicable

Who is eligible?

County juvenile detention programs

How many days have been reimbursed?

Number of Detention Days Reimbursed		
SFY	Actual	Projected
2005	231,419*	228,000
2006	227,406	235,857
2007	204,182	235,857
2008		235,857
2009		235,857
2010		235,857

*Includes 3,420 detention days that were carried over into FY 2006 due to appropriation shortfall

General Services

What does this program do?

The Division of General Services (DGS) provides technical and administrative expertise in the areas of emergency management, telecommunications, warehouse/inventory management, mail services and fleet management to support the programs of the Department of Social Services.

What is the authorization for this program?

State statute: RSMo 660.010

Is this a federally mandated program? No.

Are there federal matching requirements? No.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009* Planned
GR	\$1,594,398	\$1,609,696	\$715,518	\$0
FEDERAL	\$315,406	\$271,687	\$167,405	\$0
OTHER	\$5,263,174	\$4,744,246	\$5,473,587	\$0
TOTAL	\$7,172,978	\$6,625,629	\$6,356,510	\$0

*Transferred to Finance and Administrative Services section

What are the sources of other funds?

Child Support Enforcement Collections and Administrative Trust Fund

How many staff are budgeted for this program?

Budgeted Staff	
FY 2006	66
FY 2007	66
FY 2008	37
FY 2009	0

Legal Services

What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all program and support divisions in the Department of Social Services (DSS). This includes litigation, administrative hearings and investigations and the State Technical Assistance Team (STAT).

What is the authorization for this program?

State statutes: RSMo Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 Federal regulations: Medicaid 42 USC Chapter 7 Subchapter XIX, Section 1396; 20 CFR 404 1001-1096; 1501-1675 Subchapter 8(1,2); 42 CFR 440-441,483; 45 CFR 205 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

Is this a federally mandated program?

Yes, in some areas. DLS performs administrative hearings for the following federally mandated programs: MO HealthNet, Temporary Assistance for Needy Families, 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.

How many people have been served?

SFY	Number of Protective Service Cases Closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigations Concluded (STAT)	
	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected
2005	1,687	2,200	14,484	16,500	6,390	6,700	307	425
2006	1,439	1,800	16,562	15,500	6,537	6,500	218*	350
2007	1,462	1,800	17,359	15,500	6,413	6,500	230*	350
2008		1,450		24,000		6,500		250
2009		1,450		24,000		6,500		250
2010		1,450		24,000		6,500		250

*Due to staff turnover and retirements, STAT operated short handed during FY 06. Also, there is a growing trend of complex crossover cases that involve both sexual abuse and computer exploitation.

How many staff are budgeted for this program?

Budgeted Staff	
FY 2006	142
FY 2007	142
FY 2008	142
FY 2009	142

Are there federal matching requirements?

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.

What are the expenditures?

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Planned
GR	\$1,629,927	\$1,910,915	\$1,971,626	\$2,042,872
FEDERAL	\$3,081,974	\$3,316,502	\$3,465,618	\$3,521,064
OTHER	\$842,920	\$743,323	\$793,246	\$775,195
TOTAL	\$5,554,821	\$5,970,740	\$6,230,490	\$6,339,131

What are the sources of other funds?

Third Party Liability Fund and Child Support Enforcement Collections

Efficiency and Effectiveness Measure:

SFY	Annual Amount of Collections of Claims for Overpayment of Public Assistance	
	Actual	Projected
2005	\$1.9 million	\$1.5 million
2006	\$1.5 million	\$1.5 million
2007	\$1.4 million	\$1.5 million
2008		\$1.5 million
2009		\$1.5 million
2010		\$1.5 million