

Regular Session, May 4, 2015, 9:30 a.m.  
Catawba County Board of Commissioners

**Appointments**

Juvenile Crime Prevention Council 502 05/04/15

**Closed Session**

Economic Development 523 05/04/15

**NCWorks**

Western Piedmont Jobs Training Consortium 502 05/04/15

**Planning, Parks**

Offer to Purchase 523 05/04/15

**Presentations**

Foundation Forward 502 05/04/15

U.S. Motto Action Committee 502 05/04/15

**Proclamations**

Emergency Medical Services Week Proclamation 502 05/04/15

Public Service Recognition Week Proclamation 502 05/04/15

**Records Retention**

Adoption of Schedule 503 05/04/15

**Social Services**

Work First County Plan Required Revision 503 05/04/15

**Utilities and Engineering**

State of the County – Recycling and Beautification 523 05/04/15

The Catawba County Board of Commissioners met in regular session on Monday, May 4, 2015, at 9:30 a.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse, 30 North College Avenue, Newton, North Carolina.

Present were Chair Randy Isenhower, Vice-Chair Barbara G. Beatty and Commissioners Katherine W. Barnes, Sherry E. Butler and Dan A. Hunsucker.

Also present were County Manager J. Thomas Lundy, Assistant County Managers Dewey Harris and Mary Furtado, County Attorney Debra Bechtel and County Clerk Barbara Morris.

1. Chair Randy Isenhower called the meeting to order at 9:30 a.m. and noted a quorum was present.
2. Commissioner Dan Hunsucker led the Pledge of Allegiance to the Flag.
3. Vice-Chair Barbara Beatty offered the invocation.
4. Vice-Chair Beatty made a motion to approve the minutes from the Board's Regular Meeting of April 20, 2015. The motion carried unanimously.
5. Recognition of Special Guests: Chair Isenhower welcomed everyone present.
6. Public Comments for Items Not on the Agenda:

- a. Winford Batten of Sherrills Ford asked about the responsibility for roads for Anchors Landing subdivision in Sherrills Ford. Vice-Chair Beatty indicated she would contact him after speaking with staff.
  - b. Lee Brinson requested support of two bills before the North Carolina General Assembly pertaining to solar power that Duke Power Energy may oppose.
7. Presentations:
  - a. Commissioner Sherry Butler joined EMS Manager Sylvia Fisher, EMS Training Officer Andrew Wright and EMS Quality Assurance Officer Melanie Sigmon at the podium and presented a proclamation declaring May 17-23 as Emergency Medical Services Week to recognize the value and accomplishments of Emergency Medical Services providers.
  - b. Commissioner Katherine W. Barnes presented a proclamation declaring May 3-9 as Public Service Recognition Week to recognize that local, state and federal government employees serve Americans every day. Most public servants feel called to the profession, to work on the public's behalf, to build strong communities through every day service. Catawba County employees touch the lives of all residents by providing a wide range of services specified in the proclamation. Commissioner Barnes asked that the County Clerk email a copy of the proclamation to all County employees.
  - c. Representatives of Foundation Forward, Inc. presented information regarding an education project involving the building of Charters of Freedom monuments displaying the Declaration of Independence, the United States Constitution, and the Bill of Rights. The Board agreed to ask one of its subcommittees to review this request at a future meeting.
  - d. Representatives of the U.S. Motto Action Committee presented information on its purpose to promote patriotism and the display of IN GOD WE TRUST in and on governmental buildings. The Board agreed to ask one of its subcommittees to review this request at a future meeting.
8. Appointments:

Chair Isenhower recommended the appointment of Sheriff Deputy Captain Jason Beebe to succeed retired Sheriff Deputy Alton Price on the Juvenile Crime Prevention Council. Captain Beebe's term will expire June 30, 2017. This recommendation came in the form of a motion which carried unanimously.
9. Consent Agenda:

County Manager J. Thomas Lundy presented the following to items under the consent agenda:

  - a. A request for the Board to consider adopting a Resolution to Join the Western Piedmont Jobs Training Consortium pursuant to North Carolina General Statute 160-460 and the Workforce Innovation and Opportunity Act. In 1996, under the Workforce Investment Act (WIA), the Western Piedmont Workforce Development Area was designated and Alexander, Burke, Caldwell and Catawba counties and 15 municipalities joined together to form the Western Piedmont Jobs Training Consortium.

In 2014, new Federal Workforce Legislation was passed, replacing the Workforce Investment Act (WIA) with the Workforce Innovation and Opportunity Act (WIOA). The NCWorks Commission has recommended that WIA Workforce Development Areas be continued under the new WIOA legislation. In connection with this action, members of the local Jobs Training Consortium must affirm or reaffirm their commitment to be part of the Consortium. The Western Piedmont Council of Governments requested that the Board of Commissioners adopt a resolution reaffirming Catawba County's commitment to the Consortium.

**After questions raised by several Board members, this item was removed from the consent agenda so that staff could clarify language in the resolution, specifically regarding the separate liability of the County for Consortium actions. This resolution will come before the Board at a future meeting.**

b. A request for the Board to adopt an updated County Management Records Retention and Disposition Schedule. The County Management Records Retention and Disposition Schedule prepared by the State Archives of North Carolina is a tool for the employees of county governments across the state to use when managing the records of their offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. In accordance with North Carolina General Statutes Chapters 121 and 132, records that do not and will not have further use or value for official business, research, or reference purposes after a specified retention period are authorized to be destroyed.

This updated schedule has an added requirement which was not included in past schedules. Past schedules indicated that certain records could be destroyed when administrative value ends. Administrative value is defined as "the usefulness of records to support ancillary operations and the routine management of an organization". Under these past schedules, there was no requirement to state a date or timeframe when administrative value ended. The new schedule now requires that a date or timeframe be specified for the ending of this value. Each County department was asked to provide those dates or timeframes for administrative value in their department, which are now included in the Retention and Disposition Schedule to be adopted.

Commissioner Hunsucker made a motion to approve item (b) above and remove item (a) for further consideration at a later date. The motion carried unanimously.

10. Departmental Reports:  
A. Social Services:

Social Services Director John Eller presented a request for the Board to approve revisions to the Work First County Plan (October 2016- September 2019) as required by the State. In 1996, Congress ended the national welfare program known as AFDC (Aid to Families with Dependent Children) and crafted legislation to allow states to implement their own welfare program. On July 21, 2014, the Board of Commissioners voted to pursue "Electing County" status and appointed a committee to assist in the development of the county's Work First Plan. On August 19, 2014, the Catawba County Social Services Board approved the Work First Electing Plan. On September 8, 2014, the Board of Commissioners approved the Work First Electing Plan and it was submitted to the State for approval.

On April 14, 2015, Social Services received notice that the state required some revisions to the Work First Plan. These revisions include adding more details on how Social Services would achieve goals/outcomes listed in the plan; a suggested confidentiality statement added to mirror a Memorandum of Agreement; the types of emergency assistance services the County would provide to help families, and other clarifications. The revised Work First Plan must be submitted to the state by May 15, 2015.

Chair Isenhower asked if the citizens needed to review changes and Mr. Eller indicated that this was not the case as these changes were required by the State and not up for review. Commissioner Butler made a motion to approved the revisions and the motion carried unanimously.

The following is the revised plan:

# **CATAWBA COUNTY WORK FIRST PLAN 2016-2019**



Submitted:  
**REVISED -**  
 John Eller, Director  
 Karen Heffner,  
 Catawba County

September 17, 2014  
**Submitted May 5, 2015**

Program Manager  
 Social Services  
 P O Box 669, Newton, NC 28658  
 Telephone: (828) 695-5603 or 695-5625  
 Fax # (828) 695-2497

Email Address: [jeller@catawbacountync.gov](mailto:jeller@catawbacountync.gov)  
[karen@catawbacountync.gov](mailto:karen@catawbacountync.gov)

**Table of Contents**

I.	Conditions within the County	3
II.	Planning Process	5
III.	Goals and Performance Measures	8
IV.	Plans to Achieve the Outcomes and Goals	10
V.	Administration	13
VI.	Emergency Assistance	17
VII.	Services to Low Income Families (under 200% of federal poverty level)	19
VIII.	Services to Non-Custodial Parents (optional)	20
IX.	Exemption from the Work Requirements	21
X.	Innovative County Strategies	22

XI. Special Issues	23
XII. Eligibility Criteria	24
<b>XIII. Community Service</b>	<b>26</b>
XIV. Appeals Process	27
XV. Review Prior to Expiration of Time Limits	28
XVI. Funding Requirements	29
XVII. Certification	30
<b>XVIII. ATTACHMENTS</b>	
MOA – Mental Health Partners	30
MOA – Domestic Violence	38
MOA – Vocational Rehabilitation	39
MOA – Employment Security	40

## **I. Condition within the County**

- Only 257 of Catawba County’s 154,810 citizens receive Work First. That is less than.002% of the population (<http://quickfacts.census.gov>).
- 142 families were receiving Work First in July. Of these, 122 included no adult in the assistance payment (Work First Case Profile Summary Report July 1, 2014).
- 15 individuals are Work Eligible which means they must comply with the Employment component of the program (Monthly Staffing Report July 1, 2014)
- The racial heritage of families receiving Work First is 45.77% Caucasian, 18.85% Other/Hispanic, 2.69% Asian, and 32.69% African-American (Work First Case Profile Summary July 1, 2014).
- Work First recipients face many barriers to employment, which include: medical problems that preclude or limit their employment and serious mental or psychological problems.
- 47% of the children in Catawba County were enrolled in either Medicaid or NC Health Choice as of July 2014, 16776 children (0-20 years old).
- Transportation is another major barrier. Even if the family has a car, the car is often in poor repair.
- 5% of all households in Catawba County have no vehicle available for personal use (2012 Catawba County Child Data Snapshot).
- In 2009, Catawba County had a teen pregnancy rate of 51.4per 1,000 (15-19 years old) (2012 Catawba County Child Data Snapshot).
- In North Carolina, a minimum wage earner (earning \$7.25 per hour) can afford a monthly rent of no more than \$377. If the family only receives \$674 per month in Social Security

benefits, they can afford a monthly rent of no more than \$202, while the Fair Market Rate for a one bedroom unit is \$606. (NCHousing.org)

- 42% of Catawba County renters are unable to afford a 2 bedroom apartment compared to the state at 44% (2012 Catawba County Child Data Snapshot).
- Approximately 62.8% of the children in the Work First caseload have a valid child support order. The average support obligation is \$125.68 in Catawba County as compared to the state average for TANF of \$105.69. The average collection rate of TANF is 68.4% as compared to the state average rate of 71.73%.

Catawba County had an unemployment rate of 7.2% in May 2014 (most recent statistics) while the State's rate was 6.4%. There were 5,244 unemployed citizens in May ([www.ncesc.com](http://www.ncesc.com)). The Food Assistance caseload has remained fairly stable over the last year (2013-2014).

Recent statistics reveal that the top three employers in the county are education and health services – Catawba County Schools System, Catawba Memorial Hospital and Frye Regional Medical Center ([Catawba](#) County Economic Development). Therefore the majority of the available jobs are in the service industries which involves night and week end work, as well as rotating shifts and days. This type of scheduling makes childcare and transportation very difficult to coordinate. Education and technical training continue to be high priorities for Catawba County. Catawba Valley Community College offers short term training and college transfer curriculum. Catawba County is also home to Lenoir Rhyne University, a four year liberal arts school. Catawba County possesses a diverse economy with a extensive retail, service, as well as manufacturing jobs. Less than 16.7% of the population does not have a high school or higher education. (Catawba County Economic Development Corporation web page).

Two centers are currently offering second shift care until 9:30 p.m. with one center staying open until 7:00 p.m. Three offer second shift care on an 'as needed basis.' This means they are keeping a list and, when they have enough children, they open up a room. No center offers third shift care. Eight licensed homes are providing second shift care and five licensed homes are providing third shift care. There are two Family Child Care Homes that offer weekend care. This care is sometimes sporadic which makes it difficult for families to count on. Helping families to locate safe and affordable childcare to meet the needs of irregular work schedules is imperative to continued success of the program. (The Children's Resource Center)

Public transportation is not available throughout the county. No public transportation is available outside of the extended workday. Buses do not run on Sundays. Many areas of the county are miles from the nearest employer and/or child care provider. For these families, the lack of transportation is a major barrier to self-sufficiency.

### **Mission Statement**

To enable Work First recipients and applicants to become and remain self-sufficient by linking them with resources and skills, and to allow them to take responsibility for themselves and their families.

### **Vision Statement**

All Catawba County families will demonstrate personal responsibility and will have the resources needed to meet their basic needs – food, clothing, shelter, and medical care.

## **II. Planning Process**

### **A. Planning Committee**

The State of North Carolina submits a State TANF Plan to the federal Department of Health and Human Services. The State Plan describes North Carolina's TANF Program, called Work First. The State Plan is an aggregate of the standard Work First Program and the various Electing County Plans.

The Social Services system in North Carolina is county-administered and state-supervised. The State Division of Social Services establishes the standard Work First Program according to guidelines contained in federal regulations and state law, allowing counties maximum local flexibility.

Electing counties develop a plan that describes their plans for administering the program in response to local needs and situations.

This plan will be for October 1, 2016 through September 30, 2019. The Board of County Commissioners approves county plans.

The planning process is an opportunity to take full advantage of local flexibility built into the Work First Program. It is the time to strengthen local partnerships and tap into local creativity to move low-income families into self-sufficiency.

On July 21, 2014, the Catawba County Board of County Commissioners voted for Catawba County to continue being an Electing County.

The Board of County Commissioners is required to appoint a committee to oversee the planning effort. The members of the Committee and the groups they represent are:

Lynn Lail	Board of Social Services / Board of County Commissioners
Michael Smith	LME - Partners Behavioral Health Management
Dana Lynch	Public Health
Angela Simmons	Local School System
Michael Pons	Business Community
Veronica Grantham	Employment Security Commission Manager
Barbara Rush	Greater Hickory Cooperative Christian Ministry
Robert Silber	Eastern Catawba Cooperative Christian Ministry
Captain Harris	Salvation Army
Henry Steele	Vocational Rehabilitation Manager
Malle Vue	Goodwill Manager
Cassie Nantz	Child Care Service Provider
Joyce Watson	HRD Director
Bob Skinner	Qualified Professional in Substance Abuse Professional (QPSA)
Julie Walker	Cognitive Connection Corporation
Lori Williams	Prevention Unit Supervisor

Kristen Sigmon	Child Support Unit Program Manager
Bruce McCoury	Transportation Supervisor
Julie Raper	Food Assistance Program Manager
Karen Mace	Medicaid Program Manager
Karen Heffner	Work First / Day Care Program Manager
Susan Parrish	Program Administrator - Economic Services

## **B. Public Comment**

The plan was made available for public review from August 11, 2014 through August 15, 2014. An article in the local newspaper informed citizens that copies of the plan were available to review at Social Services and on the Social Services web page. Accepting the input from local citizens and with the recommendation of the Planning Committee, the plan was formally approved by the Catawba County Board of Commissioners.

## **C. Planning Process**

On August 6, 2014, the Planning Committee meeting was held. At this meeting, local Social Services staff gave the committee members an overview of the current Work First Program. Demographic information on the current Work First population was shared with the group. A time line was developed for the project.

During the month of July and August, Work First participant and applicants were surveyed. The survey asked:

- What barriers are keeping you from becoming employed?
- What do you need in order to become employed?
- What services do you currently use from Social Services?
- What would you change about the Work First Program?
- What benefits/services of the Work First Program have helped you?
- If employed, what has helped you in keeping your job?
- What services do the children in the Work First grant need to help them be the best they can be?
- Any other comments

Catawba County's demonstrated record of commitment to children and families, collaborative strategic planning, risk taking and successful implementation of innovations makes this community a natural choice to continue being an Electing County. The successful track record includes efforts such as Catawba County TANF Housing Initiative, Work First Demonstration Grant, Work and Ride, Career Center, and Job Boost. Catawba County has used the many lessons learned from previous efforts to design this project for families in need.

Welfare reform continues to be a work in progress. The Board of County Commissioners and Social Services will continue to monitor and evaluate the impact of the Work First Program on children and families in Catawba County and to recommend adjustments and refinements to the

collaborative effort as needed. Members of the committee have pledged their support of the proposal and its implementation.

Catawba County will follow the State Work First Non-Discrimination Policy and Grievance Procedures found in Section 002. The flyer DID YOU KNOW? (DSS 5333) is posted and given to customers as requested. Catawba County Social Services will inform all LEP (Limited English Proficiency) persons of the right to receive free interpreter services and encourage them to identify themselves as persons needed language assistance (Posted signs, statements in pamphlets, on the website, etc.) The language of the LEP person will be noted in his/her record so that all staff can identify the language assistance needs of the client. Bilingual staff and/or the Contract Telephone Interpreting Service will be used for effective communication between the Agency Staff and the LEP persons.

### III. Goals and Performance Measures

The Goal of the Catawba County Work First Program is to move Work First applicants and recipients to self-sufficiency by either empowering them to secure and maintain employment or by securing disability benefits.

#### A. Statewide Work First Goals

Catawba County will **adopt the goals established by the state.** Those goals are currently:

1. Meeting Federal Work Participation Rates for All Families. Active participants in employment services and activities will lead to full time employment. Counties must ensure that at least 50% of all Work Eligible individuals, as defined by Federal Rule, complete the required number of hours of federally countable activities.
2. Meeting Federal Work Participation Rates for Two-Parent Families. Active participation in employment services and activities will lead to full time employment. Counties must ensure that at least 90% of all two-parent families with Work Eligible individuals, as defined by Federal Rule, complete the required number of hours of federally countable work activities.

#### B. County Performance Measures

1. Employment: Self sufficiency will be realized primarily through the employment of Work First citizens. Catawba County will ensure that an average of 7 participants per fiscal year will become employed and will use the statistics from the staff's monthly spreadsheet.
2. Meeting Federal Participation Rates: Active participation in federal countable work activities will lead to full time employment.

Date	All Family	Two Parent	Date	All Family	Two Parent
July 13	4.71%	N/A	Jan 14	6.67%	N/A
Aug 13	0.00%	N/A	Feb 14	0.00%	N/A
Sept 13	7.89%	N/A	Mar 14	8.33%	N/A
Oct 13	Federal shutdown	N/A	April 14	6.67%	N/A
Nov 13	1.54%	N/A	May 14	0.00%	N/A
Dec 13	6.67%	00%	June 14	0.00%	N/A

3. Providing Employment Services: Active participation in intensive employment services for all families is necessary in order to meet the participation rate and to ensure families are served adequately before the end of five years. One measure of success in Work First is the percentage of families who are subject to work requirements that counties are assisting with job preparation and job placement. Catawba County will provide 100% of the Able Bodied adults with employment services.
4. Staying Off Welfare: Efforts to reduce welfare rolls, help adults find jobs, and increase self-sufficiency are undermined when families return to welfare. Families leaving Work First because of a job are tracked to determine if they return to cash assistance. Case Manager will provide case management, counseling and problem solving. Case Manager will evaluate former Work First participants for 200% of poverty services. Referrals to appropriate community resources will be made (i.e. Salvation Army, Goodwill, Greater Hickory Cooperative Christian Ministries, Eastern Catawba Cooperative Christian Ministries, Family Care Center, Public Housing, Section 8).
5. Job Retention: Families who leave Work First for employment and continue to be employed 6 to 12 months after leaving the program show evidence of keeping their income and increased job stability, which impacts a family's well-being. Families that remain employed for four months will receive the County's retention bonus. The State does not track and/or provide this data to the counties; therefore it will be a manual tracking of how many recipients receive the county's retention bonus.
6. Benefit Diversion: The most successful outcome for an applicant for public assistance is to avoid the need to become a recipient. This is also recognized in the federal law, which specifies diversion from public assistance as a desired outcome. Catawba County will offer Benefit Diversion when appropriate and other supportive services. Benefit Diversion will be assessed if appropriate prior to placement on public assistance.

#### IV. Plans to Achieve the Outcomes and Goals

1. Employment: Work is the focus of the Work First Program. On the day of application, the generic case manager begins laying the foundation and ground rules for this program in Catawba County. The citizen is informed that Work First Cash Assistance is considered a short-term assistance and full time employment is the goal of the program.
  - a. Activities: Job Development and Placement provided by the NC Works, Career Center, CVCC's Human Resources Development, English as a Second Language, Graduate Equivalency Degree, Adult Basic Education, Short term skills training, CRC (Career Readiness Certificate) and Community Work Experience opportunities. Work First will continue to collaborate and partner with Catawba Valley Community College, NC Work, WIA, Vocational Rehabilitation, Goodwill and Local Staffing Agencies.
  - b. Supportive Services: Counseling, case management, daycare, transportation, and participation expenses (mileage reimbursement, uniforms, tuition and books, etc.) child support and food assistance.

2. Meeting Federal Participation Rate: The rate will be met through a combination of efforts.
  - a. Activities: Employment services are offered to all able-bodied adults. Catawba County case managers will provide Work First participants with the full array of services, including developing appropriate Mutual Responsibility Agreements and closely monitoring progress as the citizen moves towards self-sufficiency. Case Managers will place all mandatory participants in appropriate countable Work First activities; such as Employment, Vocational Education Training, Work Experience, Job Search/Job Readiness, etc. **Job Ready participants will be referred to all Staffing Agencies in the area and to NC Works.** All cases will be staffed with the supervisor at a minimum of once per month. Case managers will also make referrals to community resources. The case managers will assure that all applicable cases are opened in NC FAST once EPIS is no longer available each month and supervisor will monitor the employment services case management report and follow up if needed. Work First checks will not be released if the participant is out of compliance with their Mutual Responsibility Agreement unless there is good cause and all cases out of compliance will be staffed by the unit to determine if good cause exists. **Work First will continue to collaborate and partner with Greater Hickory Cooperative Christian Ministries, Eastern Catawba Cooperative Christian Ministries, Family Care Center, Safe Harbor Rescue Mission, Salvation Army, Public Housing, Catawba Valley Community College, NC Work, WIA, Vocational Rehabilitation, Goodwill and Local Staffing Agencies.**
  - b. Supportive Services: Counseling, case management, daycare, transportation, participation expenses (mileage reimbursement, uniforms, tuition and books, etc.) are provided to ensure that participants are able to complete the required number of hours in their assigned component(s).
3. Providing Employment Services: Citizens seeking employment will find a full array of services available to assist them.
  - a. Activities: Employment services are provided to all able-bodied adults. Case managers will assess the participant's job readiness and if appropriate place the participant in the community college's Employability Class before beginning the job search component. If appropriate, the participant will be required to obtain their CRC (Career Readiness Certificate). The case manager and participant will partner with NC Works, Career Center., WIA (Workforce Investment Act), Vocational Rehabilitation, Employers and other appropriate programs to assist in the participant becoming employed.
  - b. Supportive Services: Counseling, case management, daycare, transportation, and participation expenses (mileage reimbursement, uniforms, tuition and books, etc.) child support and food assistance.
4. Staying off Welfare: Catawba County is using a multi-faceted approach to keep citizens on the job and off of welfare.
  - a. Activities: Case management services will be provided after the Work First participant becomes employed. Case managers will evaluate the former Work First participant for 200% of Poverty Services, Emergency Assistance, Retention service and bonus, and Economic Crisis Services in the county. Referrals to appropriate community resources will be made.

- b. Supportive Services: Counseling, case management, daycare, transportation, Job Bonus, Transitional Medicaid, retention bonus, child support, food assistance, and community referrals.
5. Job Retention: Families who leave Work First for employment and continue to be employed six to twelve months after leaving the program show evidence of keeping their income and increases job stability, which impacts a family's well-being.
  - a. Activities: Case manager will provide case management, counseling and problem-solving. Case manager will refer former participants to appropriate agencies, such as Employment Security Commission, JobLink Career Center, and Employers. The case manager will evaluate former Work First recipients for 200% of Poverty Services, Emergency Assistance, and Retention Services.
  - b. Supportive Services: Counseling, case management, daycare, transportation, Job Bonus, Transitional Medicaid, retention bonus, child support, food assistance, and community referrals.
6. Benefit Diversion: The culture of Catawba County Social Services has changed. The focus is on employment, not processing entitlements. For many citizens in a short-term crisis, Benefit Diversion is an obvious solution.
  - a. Activities: The case manager will assess each applicant's situation to determine if Benefit Diversion is appropriate and if so, will offer it to them. The case manager will consider previous public assistance and employment histories. The applicant's ability to find employment within a brief period of time, maintain current employment, or obtain sufficient income from other sources will also be considered.
  - b. Supportive Services: Counseling, case management, day care if funding is available, child support, and food assistance.

(Please see the section on Innovative County Strategies -- page 22)

## V. Administration

### A. Authority

The Catawba County Board of County Commissioners retains full authority for the Work First Program.

### B. Organization

Catawba County Social Services is responsible for administration of the Work First Program. From the moment the citizen makes first contact with the agency, he/she is informed that the Work First Program is a temporary assistance program and the goal for each citizen is full time employment and self-sufficiency. The case managers in this unit are blended doing both eligibility and employment functions. The Case Managers serve on Intake approximately twice a week; therefore, they take and process the applications and maintain the on-going cases. With implementation of NC FAST the Work First case managers are becoming Universal Workers. The Work First case manager carries the Medicaid and FNS (Food and Nutrition Services) for the families receiving Work First.

#### **D. Child Care**

When the availability of child care funding is less than the amount needed to serve all eligible children, Catawba County Social Services has the option to give some children priority for services. The names of all children who cannot be served will be maintained on a waiting list. When funds become available to reduce the waiting list, children will be removed in the order of priority. Within each priority group, families will be served on a first come, first serve basis.

Families in the following categories will be exempt from the waiting list:

- Priority #1 – Child Protective Services
- Priority #2 – Teen Parents enrolled the local school system
- Priority #3 – Foster Parents
  - Full or part time employed
  - Full or part time post-secondary education
- Priority #4 – Work First parents who are participating in mandatory activities (including Post-Secondary Education) to fulfill their Work First Employment and Training requirements and are in full compliance with their Mutual Responsibility Agreement.

Families will be served in the following order:

- Full time employment or full time training leading to employment
- Education
  - Full time post secondary
  - Full time vocational, skills training, GED, ABE, ESL
- Child Welfare Services
- Part time employment
- Part time education
- Development needs

Quick Care, which began in January 1998, assists Work First families with an immediate need for childcare. The Work First families are seen immediately upon becoming employed and are given a voucher based on their declaration of income if verification cannot be obtained before the family is scheduled to begin work. The family is given ten days to provide verification of income. This enables the Work First family to secure childcare immediately, which allows the family to accept the employment offer.

#### **E. Transportation**

Approximately \$12,000 from the Work First Block Grant will be allocated for transportation services for state fiscal year 2014-2015. Strategies included the utilization of:

- Public Transportation: Western Piedmont Regional Transit Authority – Greenway Public Transportation
- Mileage reimbursement – Work First families are reimbursed 21 cents per mile in order to participate in their component with a cap of \$100.00 per month
- Transportation for Work First recipients during their retention period – A maximum of four months transportation assistance is provided for all Work First customers that are

working (20 hours or more per week), no longer receiving Work First cash assistance and, as long as their income is below the 200% of poverty level.

#### **F. Substance Abuse and other Services**

It can be anticipated that many of the Work First participants with substance abuse, mental health issues, and/or disabilities will have difficulty meeting the goal of the Work First program.

Work First and The Cognitive Connection have committed to work together in order to craft a plan that addresses local community needs. As part of the Work First – Substance Abuse Initiative, The Cognitive Connection provides one FTE Qualified Professional Substance Abuse (QPSA) stationed on site at Social Services to conduct initial substance abuse screenings and assessments for the Work First population. The QPSA screens and makes appropriate referrals of other mental health issues. Substance abuse services provided by this program include, but are not limited to the following: Screenings, Assessments, Treatment Planning, Referral to Treatment Services and Case Management services. (MOA Attached)

Substance Abuse Screening: All adults applying for the Work First program will be given an initial substance abuse screening by the QPSA or Work First case manager – the Audit/Dast. If the results of this screening detect a possible substance issue, the QPSA or Licensed Professional will conduct a complete assessment.

Substance Abuse Assessments: The QPSA or Licensed Professional will conduct a substance abuse assessment, which will include an in-depth clinical interview and the use of a statewide-approved assessment tool..

Treatment Planning and Referral to Treatment Services: When the QPSA identifies a Work First participant as having a substance abuse issue, the QPSA begins the treatment planning process with the identified person. The QPSA and customer will develop a Mutual Responsibility Agreement addressing these issues and appropriate referrals are made for treatment.

Community Support Services: The QPSA stationed at Social Services provides ongoing care coordination, including tracking of progress.

Vocational Rehabilitation : When a participant presents with a disability the Work First case manager will make a referral to Vocational Rehabilitation. All Work First applicants and recipients referred to Vocational Rehabilitation must complete the VR application and comply with all of their recommendations. Work First and Vocational Rehabilitation agree to closely coordinate activities in order to assure a coordinated plan and no duplication of services. (MOA attached)

#### **G. Family Violence Option**

Violence in the family may be a substantial barrier to self-sufficiency for many families. Catawba County, recognizing the impact that violence can have on families, has a

Memorandum of Agreement with Family Guidance in order to determine services needed and provide appropriate services to participants , as well as to determine the extent to which the violence is an impediment to self-sufficiency. Family Guidance will provide the following services:

- Individualized assessments for each participant referred by the Work First case manager. Based on the assessment the participant may receive ongoing counseling, psychological testing, and/or supportive services.
- Case consultation with the Work First case manager.

Catawba County Social Services – Work First and Family Guidance agrees to closely coordinate activities in order to assure a coordinated plan and no duplication of services. **Family Guidance and Work First agrees to maintain said information in a strictly confidential manner as defined in the MOA.**

If a participant is unable to participate in work activities or comply with other Work First requirements at the time of assessment, the participant may request a waiver. The Work First case manager will use the assessment report from Family Guidance in conjunction with other information concerning the case, to determine if a waiver should be granted and for how long.

#### **H. Maintenance of Effort (MOE)**

The following activities, staff and services will be funded using Maintenance of Effort (MOE) funds:

- Work First Staff
- TANF Fraud Investigative Staff
- Work First Participant Expenses
- Work First Child/Adult Care
- Work First Transportation Expenses
- Retention Services
- Enrichment Services
- Group Support
- Contract – Legal Aid
- Work First Cash – Emergency Assistance
- Others as needed

#### **I. Child Welfare Services**

Seventy-five (75%) of the Work First Block Grant will be devoted to **Child Welfare Services/ TANF CPS/FC/Adoption** for fiscal year.

### **VI. Emergency Assistance**

Catawba County will continue to address the emergency needs of families with a combination of resources. Three non-profit assistance Agencies have a long history of serving the needs of families in crisis: the Salvation Army, the Greater Hickory Cooperative Christian Ministry (Hickory Area) and the Eastern Catawba Cooperative Christian Ministry (serving the Eastern end of the county). A number of smaller programs and Agencies also serve families in need: including the Red Cross, the Christian Community Outreach Ministries and Family Care Center. Many area

churches maintain crisis funds for families in need, in addition to supporting the efforts of the above-referenced Faith-based ministries.

Catawba County Social Services will continue to appropriate a portion of its TANF allocation to the Emergency Assistance Program.

**To be eligible for Emergency Assistance, the family must:**

- 1) Have a child that meets the Work First Family Assistance guidelines in the home who is related to the specified relative  
**or** be preparing for the return of a child (i.e. child being returned to home from foster care) within the next 60 days  
**or** be the legal custodian or guardian for a minor child in their care (Per Work First Manual)
- 2) Be a US citizen or an eligible alien.
- 3) Be in an emergency situation caused by *circumstances beyond the control of the family* (loss or significant decrease in income, fire, unusual medical expenses that have left the family unable to meet their normal living expenses, etc.)
- 4) Have total countable reserve equal to or below \$3000. Liquid assets are limited to \$300. Vehicles are not counted in reserve. Liquid assets are cash on hand, current savings account balance, checking account balance (except what is needed to pay bills), stocks, bonds, mutual fund shares, savings certificates and revocable trust funds.
- 5) Have a monthly total countable income equal to or below 200% of the federal poverty level. Countable income is the same as for Work First Family Assistance. Use a base period of the month prior to the month of application. Convert income to a monthly amount (by using conversion factors of 4.3, 2.15). Add together the countable earned and unearned income. Compare to the income chart to determine if income eligible.
- 6) Cannot have received EA within the past twelve months.
- 7) Must apply for EA in the county in which they live.
- 8) Is eligible for a 30-day period, once approved. Payments may not exceed \$300 in a 30-day period. Benefits may not be provided under EA more than one time in a twelve-month period.
- 9) Must cooperate with Child Support, if there is not already an open child support case and if there is no cost, before the EA application can be approved (within 5 days).
- 10) Must be evaluated for Food and Nutrition Services, if not already receiving before the EA application can be approved (within 5 days).

**The Agency must:**

- 1) Make a decision to approve or deny the EA application within five workdays from the date of application.

**Evaluation of Emergencies**

- 1) EA cannot be used to improve the family's standard of living.
- 2) Explore whether any member of the family will have income that can be used to meet the emergency. (Will they get paid again before the power bill is due?)
- 3) Explore with them the steps they have taken to alleviate the emergency.

- 4) Evaluate whether or not the family has experienced a sudden change that has led to a decrease in income or created an extra expense
- 5) Evaluate to determine if they caused their own emergency. Do they have a history of being in a crisis situation? If so, explore other options.
- 6) Determine if EA will prevent recurrence of the emergency. Will they be able to maintain on an ongoing basis if we alleviate this emergency or will they have the same problem next month?
- 7) If the family has been penalized for failure to comply with WFFA program requirements, and the emergency could have been prevented had they complied, deny the EA application.
- 8) Catawba County will allow for medical services such as prescriptions, eyeglasses, and doctor visits if the expense is not covered by the Medicaid Program and the individual is receiving Medicaid. ( MOE)
- 9) TANF funds will not be used to assist with rent if the applicant is already receiving other federal, state, local subsidized rent.

The following services will be provided with TANF Emergency Assistance:

- To assist with rent in order to maintain the shelter, unless family is already receiving other federal, state, local subsidized rent.
- Assistance with utilities if not related to Heating or Cooling.
- Medical services such as prescriptions, eyeglasses, and doctor visits if the expense is not covered by the Medicaid Program and the individual is receiving Medicaid (see #8 above)

**VII. Services to Low Income Families (under 200% of Poverty)**

Catawba County will provide services to families with income at or below 200% of poverty when: the family is a former Work First family, the adult is working, the custodial parent is cooperating with child support, the adult is receiving or has applied for Food Assistance and Family Medicaid, and the services provided will assist the adult in maintaining employment which will keep the family from reentering the traditional Work First Program.

The following services may be provided:

- Short term housing;
- Child and Family Enrichment Activities;
- Transportation;
- Child Care;
- Parenting training/services;
- Work-related expenses; and
- Case management.
- Other appropriate services that can be funded by TANF and MOE that would prevent the family from losing employment and returning to Work First.

Eligibility for services will be determined per state policy:

- Family's total gross monthly income is at or below 200% of the federal poverty level (accept family's statement, unless it is questionable);
- Same definition of a family as used for current Work First participants;

- At least one child in the family must be under 18 and meet the same kinship and living with rules as current Work First families; and
- Complete and maintain the eligibility worksheet.

All Work First citizens who are subject to the work requirements will be served before offering or providing the above listed services to “families with children at or below the 200% federal poverty level.” Catawba County will ensure that all Work First citizens are served first through the organization of the Work First unit. In Catawba County, it is the responsibility of the Work First Case Manager to implement the entire Work First Program -- cash assistance and employment. Therefore, from the moment the applicant presents her/himself for any of the Work First services, the focus is on helping the family meet their financial needs through employment and child support. On the day of application, the case manager begins to lay the foundation and ground rules for the program.

### **VIII. Services to Non-Custodial Parents (optional)**

Catawba County will not offer services to non-custodial parents.

### **IX. Exemption from the Work Requirements**

Catawba County will follow the State Policy regarding exemptions from the Work Requirement.

### **X. Innovative County Strategies**

Catawba County has historically demonstrated creative and highly effective collaborative efforts combining the skills and resources of multiple agencies and programs. The same is true of this effort. Several successful initiatives are currently in place to protect children and strengthen families. These projects include:

Legal Services for Child Only Cases: Catawba County has a contract with Legal Aid of North Carolina to provide legal services to ‘child only’ Work First Family Assistance citizens and, if applicable and appropriate, to ‘regular’ Work First Family Assistance citizens to increase the family stability for the children. The legal services provided included:

- Counsel and Advice
- Preparation of documents such as education affidavits, health care consent forms
- Representation in custody, guardianship, and adoption proceedings

Catawba County Career Center: Catawba County’s Career Center is located at the Division of Workforce Solutions - NC Works office. The center’s partners include:

- Social Services – Work First
- Catawba Valley Community College
- Division of Workforce Solutions
- Vocational Rehabilitation
- Goodwill Industries

- Cognitive Connection
- Senior Community Service Employment Program
- 

The services offered at the center include:

- Career Testing/Assessment
- Mock Interviews
- Job Referral and Listings
- Labor Market Information
- Referrals for Supporting Services
- Resume Preparation

Retention Services: Catawba County provides a one-time lump sum Employment Retention Bonus of \$400 to Work First participants whose Work First check terminates due to earned income and who remain employed:

- With the same employer (unless the change is an improvement), and
- Employed full time (30+ hours per week) for four consecutive months following termination of their Work First Cash benefit, and
- Income eligible based on the 200% level of poverty worksheet

## **XI. Special Issues**

Catawba County had an unemployment rate of 7.2% in May 2014 (most recent statistics) while the State's rate was 6.4%. There were 5,244 unemployed citizens in May ([www.ncesc.com](http://www.ncesc.com)). The Food Assistance caseload has remained fairly stable over the last year ( 2013-2014).

Another concern is the number of children in the Child only/Caretaker caseload where the child is a US citizen, but the parent in the home is undocumented. Currently, there are 10 cases where the US born child of an undocumented parent is receiving benefits. These cases are not subject to the employment component, however are subject to the 60 month state time clock for the family once the Work First case is in NC FAST.

## **XII. Eligibility**

Catawba County will follow criteria established and implemented by the State regarding for the following:

- Age limits for children
- Payment levels
- Benefit Calculation
- Countable Income
- Resources requirement (limit and countable items)
- Extensions
- Time Limits for cases that include the Parent in the grant

- Work First Benefits (non compliance with MRAs with one exception listed below)
- Child Support Sanctions
- Reviews- will completed per State Manual

Applicants must apply for Medicaid or be receiving Medicaid before applying for Work First.

Catawba County proposes changes to the following policies. These changes will be implemented once the State and Catawba County's plan has been approved.

**1. Benefit Diversion Requirements:**

Catawba County will follow the State regarding benefit diversion with the following exceptions:

Applicant must cooperate with Child Support, apply or be receiving Food Assistance, and the applicant must register with Division of Work Force Solutions - NC Works if not already employed or job being held for the applicant and if monetarily eligible for Unemployment Benefits (UIB) must apply for the UIB prior to approval of the Benefit Diversion application.

**2. Cooperation with Child Support is an eligibility requirement:**

Applicant must cooperate with child support within 12 calendar days of applying for WFFA. If the applicant fails or refuses to do so without good cause, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).

**3. Evaluate for or be receiving Food Assistance:**

Applicant must be receiving Food Assistance or be evaluated for Food Assistance within 12 calendar days of applying for WFFA. If the applicant fails or refuses to do so without good cause, deny the application for WFFA and notify the Medicaid worker (applicants must apply for Medicaid before applying for WFFA).

**4. Vocational Rehabilitation:**

All Work First recipients referred to Vocational Rehabilitation as part of their Outcome Plan (MRA) must complete the application and comply with all recommendations. Failure or refusal to comply without good cause will result in the case being terminated. Future eligibility is contingent upon completing the application and cooperating with Vocational Rehabilitation.

**5. Substance Abuse/Mental Health Initiative for all cases:**

Caretakers in the child only cases will be required to comply with the policy outlined in Section 104B of the Work First manual – Substance Abuse/Mental Health Initiative as a condition of eligibility. This is in effort to ensure child wellbeing.

**6. Job Quit:**

Job quit (treated the same as non-compliance with the MRAs) will be applied to (all cases that an adult is included in the grant) that have been informed of the Job Quit Policy at any time in their history of receiving Work First and who voluntarily quit a job, refuse to accept a bona fide job offer, request a reduction in hours, all without good cause or are terminated with cause. The following statement from the MRA-B will be added to MRA-A “I will accept and keep any reasonable job offered to me. I will not quit a job, refuse an offer of employment or fail to follow up on job referrals without good cause.”

**XIII. Community Service**

**Catawba County will not utilize the Community Service Component**

**XIV. Appeals Process**

Catawba County will have a two-tier appeals process that substantially complies with state law (G.S. 108A-79).

A line supervisor in the Family Support Division who has not had any involvement with the family or the case will conduct the first tier of the hearing process. Unless the family requests an extension with good cause, this hearing must be held within five workdays of the request. A written statement of the decision must be served by certified mail to the appellant within five working days of the first tier hearing. The first-tier hearing follows all of the time frames and conditions of state/standard county policy.

If the family wishes to appeal the decision rendered by the first tier appeal, the family must notify Catawba County Social Services within 15 days of the date the initial decision was mailed to the appellant. If the appellant withdraws their request for the second-tier appeal prior to the hearing date the decision of the first-tier hearing stands. The second tier hearing will take place within ten workdays and will be recorded. A supervisor who has not had any involvement with the family or the case will conduct the second-tier hearing. The hearing officer will render his/her decision within 45 days.

Catawba County policy will differ from G.S. 108A-79 in that the Hearing Officer who conducts the second tier hearing has only 45 days to render a decision and that decision will be considered final.

Any applicant/recipient who is dissatisfied with the final decision of the Department may file, within 30 days of receipt of notice of such decision, a petition for judicial review in Superior Court of Catawba County. Failure to file a petition within the time stated shall operate as a waiver of the right of such party to review.

**XV. Review Prior to Expiration of Time Limits**

Catawba County will continue to follow criteria established and implemented by the State for reviewing cases prior to the expiration of time limits. In addition, the supervisor will review and monitor weekly/monthly state reports regarding families time limits. The supervisor will continue to complete monthly staffing with the Work First case managers to review the time used by each participant to discuss actions that are needed to be taken to empower the family to move towards self-sufficiency.

Each time a Mutual Responsibility Agreement is developed, the Eligibility Tracking Update screen will be reviewed, discussed and signed by the case manager and participant to ensure that both parties are aware of the months left on the time clock.

**XVI. Funding Requirements**

Amount of the county block grant earmarked for Child Welfare Services is 75% in both fiscal years.

Amount of the county block grant designated for Work First Diversion Assistance, Work First Family Assistance, Work First Services and Maintenance of Effort contribution:

Child Welfare Services	\$1,945,494.00	
TANF CPS/FC/Adoption	<u>132,580.00</u>	
<b>Total WFBG for children</b>	<b>\$2,078,074.00</b>	<b>75%</b>
WF Purchased Services	\$ 262,450.00	
WF Emergency Assistance	\$ 10,000.00	
WF 200%	\$ 2,550.00	
WF Family Assistance	\$ 286,650.00	
WF Benefit Diversion	<u>\$ 122,850.00</u>	
<b>Total WFBG for Families</b>	<b>\$ 684,500.00</b>	<b>25%</b>
<b>Grand Total – WFBG</b>	<b>\$2,762,574.00</b>	<b>100%</b>
<b>Maintenance of Effort</b>	<b>\$1,584,850.00</b>	

**XVII. Certification**

As Chairman of the Catawba County Board of Commissioners, I hereby certify that during each fiscal year to which this plan is applicable:

This program will be known as the Catawba County Work First Program;

The provision described in this plan will be carried out in accordance with state and federal law;

This plan was developed based upon recommendations of the Planning Committee, current Work First participants, and Social Service/Work First Staff.

I also certify that:

The citizens of Catawba County have been given an opportunity to review this plan.

The Catawba County Board of County Commissioners has approved this plan and is the entity responsible for the Catawba County Work First Program.

---

C. Randall Isenhower, Chair  
Catawba County Board of Commissioners

B. Planning:

Planning and Parks Director Jacky Eubanks presented a request for the Board to consider a modified Offer to Purchase submitted by The Village at Sherrills Ford, LLC for approximately 39 acres owned by Catawba County, located at 4251 Slanting Bridge Road in Sherrills Ford, in the amount of \$400,000.

The original Offer to Purchase submitted by The Village at Sherrills Ford, LLC was in the amount of \$300,000. The prospective buyer submitted an earnest money deposit in the amount of \$15,000 as required by law to the County prior to the commencement of the upset bid process. In accordance with North Carolina General Statutes 153A-176 Disposition of Property and 160-269 Negotiated Offer Advertisement and Upset Bids, the County advertised on April 7, 2015, in the Newton Observer News Enterprise and the Hickory Daily Record and on April 8, 2015, in the Charlotte Observer. No upset bids were received by the close of business on April 17, 2015, which was the statutory time period to submit upset bids; therefore, the original bid offer may be considered.

In the offer to purchase dated March 24, 2015, the prospective buyer provided the following contingencies:

- Buyer agrees to provide to County at no cost to County any necessary easements, rights-of-way or deeded property within the 39 acre tract in connection with public water and sewer service (which the developer is responsible for) from Highway 150/South Slanting Bridge Road to the 39 acre tract;
- A revised and agreed to development agreement between buyer and County incorporating the approximate 39 acres; and
- Developers approval from CSX Railroad for railroad crossings.

On April 27, 2015, the potential buyer “verbally” modified the offer from \$300,000 to \$400,000. All other contingencies above remain unchanged.

Commissioners confirmed the following: appraised value of the property was \$422,000; was purchased by the County for \$385,000; tax value is \$255,000; there was value in the easements the buyer was providing and they would bear the expense of running water and sewer ; closing would be in September after a due diligence period. Commissioner Butler made a motion to accept this offer to purchase in the amount of \$400,000 with the stated contingencies. The motion carried unanimously.

C. Utilities and Engineering/County Manager’s Office:

Recycling Coordinator Amanda Kain and ICMA Fellow Megan Dale The Board received a presentation on the “state of the county” from the standpoint of recycling and beautification.

11. Other Items of Business: None.
12. Attorney’s Report: None.
13. Manager’s Report Manager’s Report: County Manager J. Thomas Lundy requested the Board consider moving into Closed Session pursuant to North Carolina General Statutes 143-318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area

served by the public body. He did not anticipate any action upon returning to open session. Commissioner Hunsucker made a motion to move into closed session pursuant to General Statute as stated above. The motion carried unanimously. The Board moved into Closed Session at 10:57 a.m. The Board returned to open session at 11:25 a.m. No action was taken.

14. Adjournment. Commissioner Hunsucker made a motion to adjourn at 11:25 a.m. The motion carried unanimously and the meeting adjourned.

---

Randy Isenhower, Chair  
Catawba County Board of Commissioners

---

Barbara E. Morris  
County Clerk