



EDDIE BAZA CALVO
GOVERNOR

RAY TENORIO
LIEUTENANT GOVERNOR

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



JAMES W. GILLAN
DIRECTOR

LEO G. CASIL
DEPUTY DIRECTOR

MAR 21 2013

Marsha Werner
Social Services Program Specialist
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
Washington, DC 20447

Dear Ms. Werner:

Buenas yan Hafa Adai! Enclosed is the Guam Department of Public Health and Social Services Fiscal Year 2012 Post-Expenditure Report for the Title XX, Consolidated Block Grants Program for the period October 1, 2011 to September 30, 2012.

In compliance with Section 2004 of the Title XX statute, this report will be made available for public review and comment.

Please contact Ms. Elizabeth I. Ignacio, Acting Human Services Program Administrator for the Bureau of Social Services Administration at (671) 475-2653/2672 for any questions you may have.

We sincerely appreciate your continued support. *Si Yu'us Ma'ase.*

Sincerely,

James W. Gillan

Enclosure

**TITLE XX, CONSOLIDATED
BLOCK GRANTS PROGRAM
POST-EXPENDITURE
REPORT**

October 1, 2011 through September 30, 2012



**Prepared by
Guam Department of Public Health & Social Services
Bureau of Social Services Administration**

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CERTIFICATION

I hereby submit to the people of Guam and the Federal Government the Title XX, Consolidated Block Grants Program Post-Expenditure Report for Fiscal Year 2012, covering the period October 1, 2011 to September 30, 2012.

The Department of Public Health and Social Services is the designated single State agency responsible for administering the Consolidate Grants Program within the island of Guam.



JAMES W. GILLAN

Director, Department of Public Health and Social Services

3-22-13

Date

TITLE XX SOCIAL SERVICES BLOCK GRANT

POST-EXPENDITURE REPORT

This report covers the period October 1, 2011 through September 30, 2012 summarizing the activities and programs supported with Title XX funds.

Copies of this report are available for the public to review. The public may obtain a copy by contacting the Department at the following address and contact numbers:

Department of Public Health & Social Services
Bureau of Social Services Administration
194 Hernan Cortez Avenue, Suite 309
Hagatna, Guam 96910

Office # (671) 475-2653
Fax # (671) 477-0500

I. PROGRAM INTRODUCTION

Title XX program funds are received annually by the Guam Department of Public Health and Social Services (DPHSS) from the United States Department of Health and Human Services, Administration for Children and Families. Title XX of the Social Security Act is also referred to as the Social Services Block Grant (SSBG). The SSBG is a capped entitlement program in which funds are used by States towards achieving five broad social services goals which are outlined in Section 2001 of the SSBG rule.

Guam's Title XX SSBG program is a consolidation of various block grants that include the following: Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Services Block Grant, Community-Based Family Resource, Family Violence Prevention, Low Income Home Energy Assistance, and the Family Preservation and Support Services Programs.

Consolidation of certain grant-in-aid program funds by federal agencies to the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands (the Republic of Palau), and the Commonwealth of the Northern Mariana Islands is authorized in 45 CFR Part 97 – Consolidation of Grants to the Insular Areas.

The Bureau of Social Services Administration (BOSSA) of the DPHSS administers the Title XX SSBG program. Funds are spent primarily to support child protective services, foster care, adoption services, home studies for adoption, termination of parental rights, guardianship, home studies for child custody, suitability of placement for children, child care licensing, certification of foster homes, and family preservation and support services. The mission of the

BOSSA is “To Provide Protective Services to Children and Strengthen their Families.”

The SSBG funds are available for a two-year period of which unspent funds in the current fiscal year are carried over to the following fiscal year. The actual SSBG award for this period was \$2,524,844.00. Of this total, Guam spent \$1,070,528.08 for program operations.

In addition, SSBG fiscal year 2012 carry-over funds was \$1,710,453.04 of which all was spent.

BOSSA’s other funding stream for fiscal year 2012 comes through the Foster Care account that is 100% locally appropriated. BOSSA received \$2,047,874 and spent \$1,954,915.88.

II. DEFINITION OF AN CHILD

The definition of a child/minor is a person who is under eighteen years of age.

III. PROGRAM OUTLINES

The following section is a description of the individual program areas. Each program description summarizes the types of activities supported, the eligibility criteria and the categories and characteristics of the individuals served.

CHILD PROTECTIVE SERVICES SECTION

Child Protective Services (CPS) was established on the premise that all children have the right to a stable, loving and nurturing home environment. The section receives referrals of suspected child abuse and neglect (CAN). Guam Public Law 20-209, the *Child Protective Act*, sets forth the legal requirements of the agency to investigate each report of suspected child abuse or neglect. The agency is thus mandated to advocate for the child and provide appropriate and timely intervention to prevent family breakdown and support services to preserve family stability to the maximum extent possible. The CPS section is comprised of four units: Intake, Crisis Intervention, Investigation and Case Management Units.

Individuals served by CPS include abused and neglected children and their families. Eligibility criteria include any child in the island on Guam ages 0-17, and their families. The family court may impose agency jurisdiction beyond 17 years of age.

Public Law 24-239, the *Guam Family Violence Act of 1998* outlines mandates for the agency to cross-screen CAN referrals for family violence. If family violence has occurred in the household, CPS is required to seek the removal of the alleged perpetrator(s) from the home if the child is in danger of abuse or neglect. Appropriate

services to address family violence and prevent recurrence must be coordinated for the child and family through community resources.

The **CPS Intake Unit** receives and screens reports of child maltreatment and makes assessments to determine if the criteria for CPS involvement are met. The child, family and other relevant persons are interviewed to gather pertinent information. The unit also conducts risk assessment on the child and determines the immediacy of the response based on information received.

The **CPS Crisis Intervention Unit** receives referrals requiring immediate intervention and response for the purpose of conducting risk and safety assessments that could lead to removal and placement of the minor(s). Workers intervene to stabilize crisis and exert protective custody if necessary. They also lead a multi-disciplinary team interview whenever all necessary parties are available. They collect and complete documents related to crisis cases, such as ex-parte worksheets, declarations and notification of removal to parents. The unit responds to crisis twenty-four hours a day, seven days a week. CPS supervisors and workers alternate on-call duties after normal working hours, on weekends and holidays to respond to cases requiring crisis intervention. The unit provides support to the Intake and Investigation Units during non-crisis periods.

The **CPS Investigation Unit** conducts case investigations to determine if child abuse and/or neglect allegations are substantiated, indicated, unsubstantiated or suspected. Added responsibilities entail the filing of Person in Need of Services (PINS) petitions, development of service plan agreements (SPA) for validated cases and appearance in court hearings.

The CPS Investigation Unit:

1. Interviews and assesses child and family members and other relevant parties.
2. Obtains necessary medical evaluation.
3. Collects relevant social data.
4. Determines whether or not abuse occurred
5. Assesses risk to the child
6. Seeks police or court authority as necessary and ensure the safety of the child, and execute protective custody authority if indicated.
7. Ensures necessary legal documents are prepared for subsequent court proceedings for those children requiring substitute care.
8. Participates in court hearings, wrap plans, treatment teams, and case reviews.
9. Prepares narratives and reports for documentation of interviews conducted for investigation.
10. Ensures that once a case is validated, a SPA is developed. The case is then transferred for action to the Case Management Unit.

The **CPS Case Management Unit (CMU)** receives those cases designated as needing continuing services. This unit is accountable for the implementation and monitoring of

SPAs, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months, and permanency plans are developed for children who are in substitute care for six months or longer. Other duties include the preparation of written reports intended for court recommendations, court logs, and the coordination and participation in case reviews and treatment team meetings with other agencies.

The CPS Case Management Unit:

1. Ensures that the service plan agreement process and goals are understood by the child and family during the interview.
2. Implements the SPA, monitors progress of case, and coordinates ongoing services as needed.
3. Prepares timely permanency plans to secure placements for children who have been removed from their homes.
4. Ensures support services are activated immediately thereafter. On-going services include, but are not limited to, the coordination and the provision of psychological counseling or other interventions aimed at improving parenting and strengthening the family's capacity for resolving conflict and stress in a non-violent way.
5. Participates in court proceedings.

HOME EVALUATION AND PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services (HEPS) Section is comprised of two units: Adoption and Custody Unit, and Licensing Unit. The Adoption and Custody Unit conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. The unit also provides post placement services (monitoring) in adoption cases. The Licensing Unit provides the certification of family foster homes for children requiring substitute care in foster homes, and the certification of child care facilities.

Individuals served by the HEPS Section include children who are in need of a permanent family, individuals and families aspiring to adopt, individuals and families wanting to provide foster care, and individuals desiring to provide child care. There are no eligibility criteria as services are available to all.

The Home Evaluation and Placement Services Section:

1. Receives and evaluates applications for individuals and families interested in adoption and foster care.
2. Provides for the certification of child care facilities and conducts the monitoring to ensure compliance.
3. Conducts home studies for custody and adoption and provide recommendations to the court or referring agency regarding suitability of homes for placements.

4. Safeguards the “best interest” concept of children by providing thorough and comprehensive individual and family assessments.
5. Provides shelter and supportive services to children in the department’s legal custody in accordance with an established permanency plan.
6. Matches children with foster families and adoptive applicants.
7. Recruits, orients, obtain training for, supports and monitors family foster homes.
8. Conducts staff qualifications and facility evaluation for the issuance or renewal of child care licenses.
9. Monitors all licensed child care facilities.
10. Updates the standards for licensed child care facilities to ensure the protection and well-being of children being served.

FAMILY SERVICES SECTION

The Family Services Section (FSS) is divided into two units: Promoting Safe and Stable Families Program and Family Support Services.

Promoting Safe and Stable Families Program (PSSFP), also know as the Family Preservation (FP) Program, provides family preservation services. Family preservation services are intensive, short-term, in-home, crisis intervention and support services which strive to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.

The FSS provides services in the home to assist families in caring properly for their children. These services are carried out by paraprofessional Homemakers. Homemaker services include budgeting, nutrition, basic parenting skills, parental support, transportation, supervised visitations, cooking, and many other services.

Family Support Services Unit focuses primarily on prevention activities such as curriculum development, and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted at strengthening the family support services in existence in order to enhance family functioning.

The PSSFP is funded through Title IV-B, Subpart 2 of the Social Security Act. A request to consolidate this program under the Title XX rule was approved by the Department of Health and Human Services in fiscal year 2002.

Individuals served by the FSS include children and their families referred for child abuse and neglect, targeted groups such as educators, health care providers, mental health clinicians, law enforcement personnel, parents and children, and the general public. The criteria for family preservation services include:

1. The case must be officially referred to the Child Protective Services Section for suspected abuse and neglect.

2. Referrals to FSS can come from any source within the Child Protective Services Section.
3. The risk of placement for one or more children in the family is immediate or high and the safety concerns of family members warrant face-to-face services.
4. The children's safety may be ensured by family preservation services.
5. The family is willing to participate in family preservation services voluntarily.
6. The family's service needs are consistent with family preservation service goals and desired outcomes.

The Family Services Section:

1. Develops procedures and forms for family preservation services.
2. Implements the training for foster parents.
3. Delivers child abuse and neglect prevention training presentations upon request.
4. Participates in and supports community events affecting children and families.
5. Develops and implements activities for child abuse and neglect prevention throughout the year.
6. Conducts education and community awareness activities for the prevention of child abuse and neglect.
7. Develops a volunteer program for the bureau to assist in community efforts for recruitment of foster families and child abuse and neglect prevention activities.
8. Develops and implements activities for Child Abuse Prevention Month in April.
9. Collaborates and coordinates efforts with community agencies and organizations.
10. Increases recruitment efforts for foster families.
11. Creates culturally relevant curriculum to address child abuse and neglect issues, including training modules for community and staff presentations.
12. Supports the Foster Families Association.
13. Completes annual progress and service reports.
14. Compiles statistical data on Family Preservation and other cases.

ADMINISTRATIVE SERVICES SECTION

The Administrative Services Unit (ASU) supports the programs and facility of the agency. The ASU provides administrative services for program staff, foster care providers and the community at large. There are no eligibility criteria as services are available to all. The ASU is responsible for the following:

1. Fiscal Operation
2. Records Management
3. Personnel Management
4. Staff Training and Development
5. Office and Property Management
6. Procurement
7. Inventory Control
8. Mail Operations

9. Secretarial Services
10. Receptionist Duties

PROGRAM MANAGEMENT SECTION

The Program Management Section (PMS) is responsible for program planning, monitoring and evaluation. The goal of PMS is to maintain a viable grants management system that supports the continuity of human services.

The individuals served by PMS are program staff, foster care service providers, contracted service providers and the community at large. There are no eligibility criteria as services are available to all.

The PMS is responsible for the following:

1. Develops Policies and Procedures.
 - Develops standard operating procedures (SOPs) for the Child Protective Services, Family Services and Home Evaluation and Placement Services Sections. Develops SOPs for the administrative programs of the bureau.
2. Monitors and Evaluates Federally and Locally Funded Programs.
3. Manages Service Contracts.
 - Conducts quarterly monitoring of the service contracts with Catholic Social Services. These service contracts include the *Alee* I and II and the *Guma San Jose* shelters. The *Alee* I shelter provides 24-hour emergency shelter and support services for women and children who are victims of family violence. The *Alee* II shelter provides 24-hour shelter and support services for children who are victims of abuse and neglect. The *Guma San Jose* shelter provides 24-hour shelter and support services for individuals and families who are homeless
 - Ensures that services provided are adequate and facilities are well maintained. Evaluates the effectiveness of services and prepares report on findings and recommendations.
 - Participates in contract preparation, budget negotiations, and contract renewals with service providers.
 - Prepares the office space lease agreement and other contracts, as necessary.
4. Maintains Computer Equipment, and other Automation of Information Systems.
 - Identifies automation needs of programs.
 - Assists in training all staff on the use of the system.
 - Monitors the operation of the system. Maintains contact with system technicians when problems occur so that corrective actions are taken immediately.

- Manages and updates reference files, when necessary.
 - Assists system technicians in taking security measures.
 - Conducts backup activities for files, if necessary.
 - Coordinates with the court to monitor, maintain and get technical assistance on the Criminal Justice Information Services (CJIS) system.
5. Assists in Management Research Projects and Other Special Projects.
 6. Conducts Fiscal Management and Grant Writing.
 - Prepares quarterly and annual progress reports for grant programs.
 - Prepares the annual Title XX Pre- and Post- expenditure reports.
 - Prepares annual financial status reports (SF 269A).
 - Prepares program statistical reports.
 - Prepares federal and local budgets.
 - Prepares response to audit findings on fiscal and program matters.
 7. Analyzes Federal and Local Legislation and its impact on Child and Family Welfare Programs.
 8. Develops and Implements the Bureau's Corrective Action Plans.
 9. Develops Contingency Plans.
 10. Identifies Staff Training and Conducts Training Needs Analysis.
 11. Develops Employee Orientation Plans.

PROGRAM APPLICATION TO TITLE XX GOALS

The BOSSA subscribes to the following goals:

- To ensure the safety and well being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment.
- To improve the child and family assessment process in order to accurately determine the risk to children.
- To improve the ability of parents to care for their children and empower them to take control of their problems.

- To ensure the best interest of children by providing adoption and custody services that are child-focused.
- To prevent incidences of child abuse and neglect through public education and community outreach.

As described in Section 2001 of the Title XX rule, States are encouraged to provide services directed at the following goals:

Goal 1: Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.

Goal 2: Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.

Goal 3: Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.

Goal 4: Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.

Goal 5: Securing referral or admission for institutional care when other forms of care are not appropriate; or providing services to individuals in institutions.

State Program	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
Child Welfare Services	X	X	X		X
Adoption, Custody, Guardianship, Termination of Parental Rights and other Home Studies		X	X		
Child Care Licensing and Family Foster Home Certification			X		
Family Preservation and Support Services	X	X	X		
Contractual Services for Women and Children who are Victims of Family Violence, Victims of Child Abuse and Neglect, and Individuals and Families who are Homeless	X	X	X		X

IV. BUDGET**COMPOSITION OF THE TITLE XX (SSBG)
CONSOLIDATED BLOCK GRANTS PROGRAM
FISCAL YEAR 2012**

PROGRAM	AMOUNT
Social Services Block Grant	\$ 293,103
Child Abuse and Neglect	67,234
Child Welfare Services	337,487
Children's Justice	60,356
Community Services Block Grant	876,245
Family Resource	200,000
Family Violence Prevention	129,547
Low Income Home Energy Assistance Program	169,052
Family Preservation and Support Services	372,488
Family Preservation and Support Services (Caseworker Visits)	19,332
Total:	\$ 2,524,844

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2012 Expenditure (of Fiscal Year 2011 Carry Over Funds)

Account Number: 5101H11726SE134

Grant Period: 10/01/11 - 09/30/12

Object Code	Object Category	FY 2012 Appropriation	Encumbrance + Expenditure	Outstanding Encumbrances	Total Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Total Adjusted Expenditure	Adjustment to Expenditure (FY 2011 Indirect Cost Charge)		Adjustment to Expenditure (FY 2012 Indirect Cost Charge)		Total Adjusted Expenditure
								2011 Indirect Cost Charge	2012 Indirect Cost Charge	2011 Indirect Cost Charge	2012 Indirect Cost Charge	
111	Regular Salary	\$ 881,381.81	\$ 867,708.26	\$ -	\$ 867,708.26	\$ -	\$ 867,708.26	\$ -	\$ -	\$ -	\$ -	\$ 867,708.26
112	Overtime Salary	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ 318,810.97	\$ 312,764.39	\$ -	\$ 312,764.39	\$ -	\$ 312,764.39	\$ -	\$ -	\$ -	\$ -	\$ 312,764.39
220	Travel	\$ 39,420.00	\$ 32,284.47	\$ 2,496.00	\$ 29,788.47	\$ 2,496.00	\$ 32,284.47	\$ -	\$ -	\$ -	\$ -	\$ 32,284.47
230	Contract	\$ 207,150.00	\$ 165,920.32	\$ 17,541.61	\$ 148,378.71	\$ -	\$ 148,378.71	\$ -	\$ -	\$ -	\$ -	\$ 148,378.71
233	Building Rental	\$ 116,711.00	\$ 116,710.40	\$ -	\$ 116,710.40	\$ -	\$ 116,710.40	\$ -	\$ -	\$ -	\$ -	\$ 116,710.40
240	Supplies	\$ 33,000.00	\$ 29,733.90	\$ 0.57	\$ 29,733.33	\$ -	\$ 29,733.33	\$ -	\$ -	\$ -	\$ -	\$ 29,733.33
250	Equipment	\$ 10,000.00	\$ 9,485.80	\$ 1,423.50	\$ 8,062.30	\$ -	\$ 8,062.30	\$ -	\$ -	\$ -	\$ -	\$ 8,062.30
	Drug Testing											
271	Charges	\$ 300.00	\$ 195.00	\$ -	\$ 195.00	\$ -	\$ 195.00	\$ -	\$ -	\$ -	\$ -	\$ 195.00
363	Telephone	\$ 101,755.26	\$ 62,174.80	\$ -	\$ 62,174.80	\$ -	\$ 62,174.80	\$ -	\$ -	\$ -	\$ -	\$ 62,174.80
450	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
701	Indirect Cost - Federal											
	Program	\$ 1,424.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,410.51	\$ -	\$ 65,030.87	\$ -	\$ 132,441.38
Total:		\$ 1,710,453.04	\$ 1,596,977.34	\$ 21,461.68	\$ 1,575,515.66	\$ 2,496.00	\$ 1,578,011.66	\$ 67,410.51	\$ -	\$ 65,030.87	\$ -	\$ 1,710,453.04

Note: Indirect cost rate for fiscal year 2011 is 12.36%, and 20.77% for fiscal year 2012. However, only \$65,030.87 was spent for indirect costs for fiscal year 2012.

Liquidated encumbrances = \$14,726.61.

TITLE XX (SSBG) CONSOLIDATED BLOCK GRANTS PROGRAM

Fiscal Year 2012 Expenditure (of Fiscal Year 2012 Grants)

Account Number: 5101H121726SE134

Grant Period: 10/01/11 - 09/30/12

Object Code	Object Category	Fiscal Year 2012 Appropriation	Fiscal Year 2012 Expenditure	Funds Available (Carry Over to Fiscal Year 2013)
111	Regular Salary	\$ 1,378,890.00	\$ 788,195.95	\$ 590,694.05
112	Overtime Salary	\$ 1,000.00	\$ -	\$ 1,000.00
113	Fringe Benefit	\$ 456,375.00	\$ 281,121.46	\$ 175,253.54
220	Travel	\$ 60,000.00	\$ -	\$ 60,000.00
230	Contract	\$ 282,000.00	\$ 1,210.67	\$ 280,789.33
233	Building Rent	\$ 116,711.00	\$ -	\$ 116,711.00
240	Supplies	\$ 33,000.00	\$ -	\$ 33,000.00
250	Equipment	\$ 10,000.00	\$ -	\$ 10,000.00
271	Drug Testing Charges	\$ 375.00	\$ -	\$ 375.00
363	Telephone	\$ 108,000.00	\$ -	\$ 108,000.00
450	Capital Outlay	\$ 5,000.00	\$ -	\$ 5,000.00
701	Indirect Cost - Federal Program	\$ 13,127.00	\$ -	\$ 13,127.00
Total:		\$ 2,464,478.00	\$ 1,070,528.08	\$ 1,393,949.92

Note: Federal indirect cost rate for fiscal year 2012 is 20.77%.

Funds of \$60,366 were received after the report period, and will be reported in fiscal year 2013 as carry over funds.

Total fiscal year 2012 funds received is \$2,524,844.

Fiscal Year 2012 Expenditure of Foster Care Program Funds

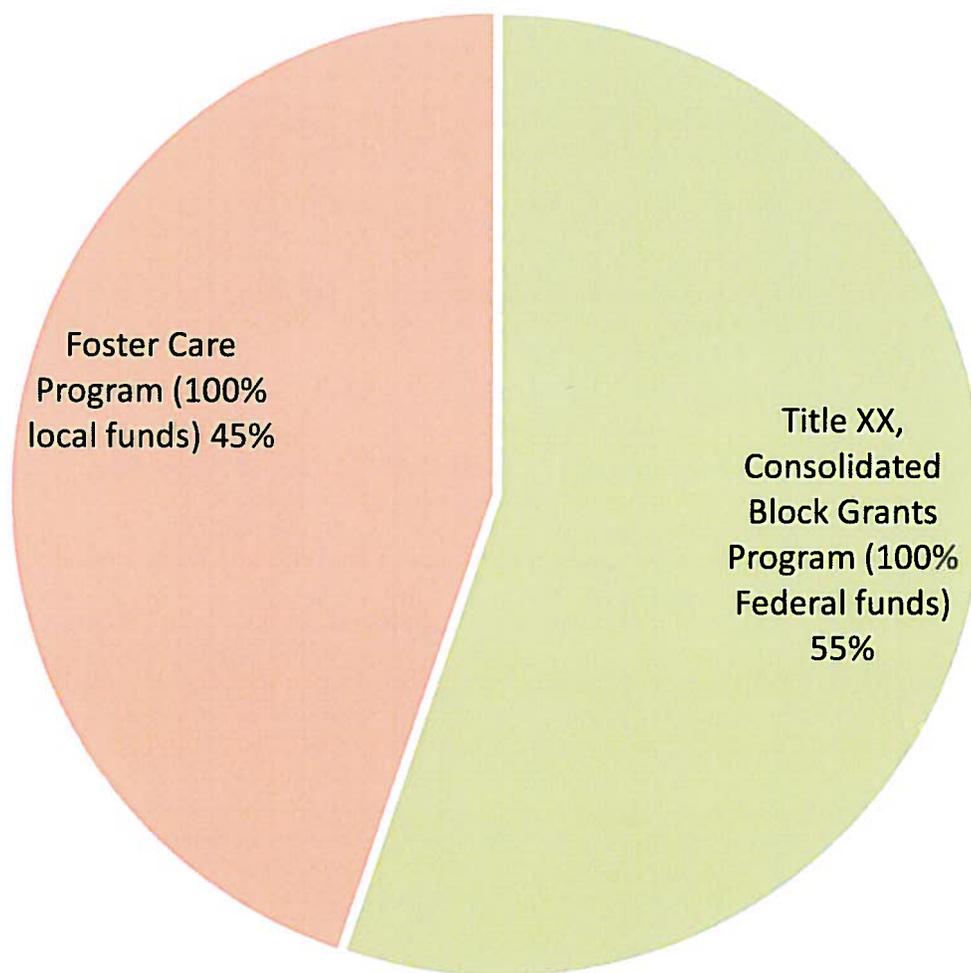
Account Number: 5100A121726MA001

Expense Period: 10/01/11 - 09/30/12

Object Code	Object Category	FY 2011 Appropriation	Encumbrance + Expenditure	Ousting Encumbrances	Adjusted Expenditure	Expenditure (90-day Liquidation Period)	Funds Available
111	Regular Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112	Overtime Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	Fringe Benefit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	Contract	\$ 1,217,880.00	\$ 1,134,121.00	\$ -	\$ 1,134,121.00	\$ -	\$ 83,759.00
233	Building Rent	\$ 58,356.00	\$ 58,355.20	\$ -	\$ 58,355.20	\$ -	\$ 0.80
240	Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
250	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Drug Testing						
271	Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
290	Miscellaneous	\$ 771,638.00	\$ 770,770.45	\$ 8,330.77	\$ 762,439.68	\$ -	\$ 9,198.32
363	Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
450	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:		\$ 2,047,874.00	\$ 1,963,246.65	\$ 8,330.77	\$ 1,954,915.88	\$ -	\$ 92,958.12

Note: Foster Care program funds are 100% locally funded.

Total Funds Received by the Bureau of Social Services Administration FY 2012



Foster Care Funds: \$2,047,874

Title XX Funds: \$2,524,844

POSITION NO.	POSITION TITLE	PAY GRADE/STEP	SALARY	INCREMENT DATE	INCREMENT AMOUNT	BENEFITS	TOTAL
ADMINISTRATION							
6869	Human Services Program Administrator	P15	65,648	01/12/13		22,977	88,625
ADMINISTRATIVE SERVICES UNIT							
6733	Administrative Assistant	J16	42,304	03/21/13		14,806	57,110
6954	Administrative Assistant (Vacant)	J01	-			-	-
6820	Word Processing Secretary II	H12	32,096	10/20/13		11,234	43,330
6957	Word Processing Secretary II (Vacant)	H01	-			-	-
6970	Administrative Aide	F05	22,044	12/10/12		7,715	29,759
6897	Public Health & Social Services Aide (Vacant)	E01	-			-	-
6870	Clerk III	E09	24,151	02/21/13		8,453	32,604
6797	Auxiliary Worker	B02	15,443	10/31/12		5,405	20,848
SUBTOTAL:			201,686	-		70,590	272,276
PROGRAM MANAGEMENT SECTION							
6734	Program Coordinator IV	N13	51,662	05/02/12	753	18,082	70,497
6976	Program Coordinator III	M10	43,018	05/01/12	628	15,056	58,702
6971	Program Coordinator III	M10	43,018	08/01/13		15,056	58,074
6956	Program Coordinator II	M10	43,018	04/11/13	-	15,056	58,074
6867	Program Coordinator I (Vacant)	K01	-		-	-	-
6796	Management Analyst III	M10	43,018	09/13/12	126	15,056	58,200
SUBTOTAL:			223,734		1,507	78,307	303,548
6958	Social Service Supervisor I	O16	62,344	02/12/13	1,405	21,820	85,569
CHILD PROTECTIVE SERVICES SECTION							

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2012

Appendix F

6975	Social Service Supervisor I	N16	57,278	10/13/13	-	20,047	77,325
6849	Social Service Supervisor I	N13	51,662	08/26/13	-	18,082	69,744
6894	Social Service Supervisor I	N13	51,662	08/26/13	-	18,082	69,744
CPS INTAKE UNIT							
6884	Social Worker III (Vacant)	M01	-		-	-	-
6896	Social Worker II	L05	33,150	11/13/12	-	11,603	44,753
CPS CRISIS UNIT							
6886	Social Worker III	M10	43,018	05/27/13	-	15,056	58,074
6889	Social Worker III	M07	38,716	06/03/13	-	13,551	52,267
CPS INVESTIGATION UNIT							
6687	Social Worker III	M10	43,018	02/22/12	1,004	15,056	59,078
6878	Social Worker III	M10	43,018	12/11/13	-	15,056	58,074
6018	Social Worker III	M04	34,056	09/15/12	149	11,920	46,125
6693	Social Worker III	M03	32,263	03/28/12	1,046	11,292	44,601
6017	Social Worker III	M01	28,678	02/13/13	-	10,037	38,715
6882	Social Worker III (Vacant)	M01	-		-	-	-
6691	Social Worker III (Vacant)	M01	-		-	-	-
6876	Social Worker III (Vacant)	M01	-		-	-	-
6795*	Social Worker II (Vacant)	L01	-		-	-	-
6877	Social Worker II (Vacant)	L01	-		-	-	-
6875	Social Worker II (Vacant)	L01	-		-	-	-
6872	Social Worker II (Vacant)	L01	-		-	-	-
CPS CASE MANAGEMENT UNIT							
6968	Social Worker III	M13	47,695	01/10/13	-	16,693	64,388
6015	Social Worker III	M13	47,695	09/23/13	-	16,693	64,388
6690	Social Worker III	M12	46,082	03/21/13	-	16,129	62,211
6860	Social Worker III	M07	38,716	9/31/2013	-	13,551	52,267
6692	Social Worker III (Vacant)	M01	-		-	-	-
6794*	Social Worker III (Vacant)	M01	-		-	-	-

SUBTOTAL:							699,051	3,604	244,668	947,323
HOME EVALUATION AND PLACEMENT SERVICES SECTION										
6879	Social Service Supervisor II		O16	62,344	03/11/13	-	21,820	84,164		
LICENSING UNIT										
6969	Social Worker III		M11	44,524	08/11/12	260	15,583	60,367		
6868	Social Worker III		M10	43,018	02/26/12	1,004	15,056	59,078		
ADOPTION/CUSTODY UNIT										
6874	Social Worker III		M14	49,364	09/23/13		17,277	66,641		
6880	Social Worker III		M11	44,524	08/05/12	260	15,583	60,367		
6016	Social Worker III		M09	41,584	05/01/12	598	14,554	56,736		
6688	Social Worker II (Vacant)		L01	-		-	-	-		
SUBTOTAL:							285,358	2,122	99,875	387,355

FAMILY SERVICES SECTION

6922	Social Service Supervisor I		N12	49,915	08/04/12	291	17,470	67,676		
FAMILY PRESERVATION UNIT										
6881	Social Worker III		M07	38,716	02/19/12	956	13,551	53,223		
FAMILY SUPPORT SERVICES UNIT										
6973	Homemaker		F07	23,808	02/27/12	587	8,333	32,728		
6891	Homemaker		F07	23,808	04/25/12	441	8,333	32,582		
6959	Homemaker		F05	22,044	12/10/12	-	7,715	29,759		
6972	Homemaker		F01	17,635	07/11/12	276	6,172	24,083		
6694	Homemaker		F01	17,635	06/18/13	-	6,172	23,807		
6974	Homemaker		F01	17,635	11/05/13	-	6,172	23,807		

Bureau of Social Services Administration
 Staffing Pattern
 Fiscal Year 2012

Appendix F

SUBTOTAL:	211,196	2,551	73,919	287,666
TOTAL:	1,621,025	9,784	567,359	2,198,168

* Positions funded with Foster Care program funds (100% local).

Part B. Recipients

OMB NO.: 0970-0234

EXPIRATION DATE: 06/30/2014

STATE: Guam

FISCAL YEAR: 2012

Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
1 Adoption Services	51	64	20	2	86	137
2 Case Management	93	88	0	0	88	181
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	1788	1020	0	0	1020	2808
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	285	0	0	0	0	285
12 Health-Related Services						
13 Home-Based Services	33	22	0	0	22	55
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	0	40	0	0	40	40
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	18	0	0	0	0	18
21 Protective Services--Adults	0	431	16	0	447	447
22 Protective Services--Children	1001	0	0	0	0	1001
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	454	190	0	0	190	644
29 Other Services***	37	106	21	0	127	164
30 SUM OF RECIPIENTS OF SERVICES	3760	1961	57	2	2020	5780

Other Services***	Children	Adults			Total Adults	Total
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age		
Day Care Licensing and Monitoring	0	33	15	0	48	48
Child Custody Homestudy	35	41	2	0	43	78
Homestudy to Determine Appropriate Placement for Children	2	2	2	0	4	6
Family Foster Home, Group Home & Therapeutic Foster Home Certification	0	30	2	0	32	32
TOTAL FOR OTHER SERVICES:	37	106	21	0	127	164

Part A. Expenditures and Provision Method

OMB NO.: 0970-0234

EXPIRATION DATE: 06/30/2014

STATE: Guam	FISCAL YEAR: 2012	REPORT PERIOD: 10/01/11 - 09/30/12
Contact Person: Elizabeth I. Ignacio	Phone Number: (671) 475-2653/2672	
Title: Acting Human Services Program Administrator	E-Mail Address: elizabeth.ignacio@dphss.guam.gov	
Agency: Department of Public Health & Social Services	Submission Date:	

Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method	
	SSBG Allocation	Funds transferred into SSBG*			Public	Private
1 Adoption Services	187,660		6,798	194,457	X	
2 Case Management	353,880		10,159	364,039	X	
3 Congregate Meals						
4 Counseling Services						
5 Day Care--Adults						
6 Day Care--Children						
7 Education and Training Services	141,270		2,187	143,457	X	
8 Employment Services						
9 Family Planning Services						
10 Foster Care Services--Adults						
11 Foster Care Services--Children	279,815		777,446	1,057,261	X	
12 Health-Related Services						
13 Home-Based Services	90,547		0	90,547	X	
14 Home-Delivered Meals						
15 Housing Services						
16 Independent/Transitional Living Services						
17 Information & Referral	48,598		300	48,899	X	
18 Legal Services						
19 Pregnancy & Parenting						
20 Prevention & Intervention	131,219		3,628	134,847	X	
21 Protective Services--Adults	11,618		438,570	450,188	X	
22 Protective Services--Children	886,631		571,585	1,458,216	X	
23 Recreation Services						
24 Residential Treatment						
25 Special Services--Disabled						
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation	86,375		3,173	89,548	X	
29 Other Services***	425,327		11,888	437,216	X	
30 SUM OF EXPENDITURES FOR SERVICES	2,642,941		1,825,735	4,468,676		
31 Administrative Costs	138,040		129,181	267,221		
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	2,780,981		1,954,916	4,735,897		

* From which block grant(s) were these funds transferred? N/A

** Please list the sources of these funds: Foster Care Program Account (100% Locally Funded)

*** Please list other services: Day Care Licensing and Monitoring, Child Custody Homestudy, Homestudy to Determine Appropriate Placement for Children, Family Foster Home, Group Home and Therapeutic Foster Home Certification.

