

DETERMINING REIMBURSEMENT AMOUNTS OF INDIRECT COSTS



SCENARIO	PROCESS PRIOR TO 2018*	CURRENT PROCESS
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County DECIDES TO directly charge human service zone.**

<p>1 Human Service Zone Pays the Bill - or - 2 County Direct Bills Costs to Human Service Zone</p>	<ul style="list-style-type: none"> ⌚ County general fund is 100% reimbursed from the human service zone. ⌚ State uses federal share to reimburse county human service fund. 	<ul style="list-style-type: none"> ⌚ All zones must participate in the CWCAP. ⌚ County can no longer directly charge the human service zone for indirect costs. ⌚ The county general fund is reimbursed (up to the 2018 amount) from the state human service financing fund.
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County decides NOT TO directly charge human service zone.**

<p>3 Human Service Zone Participates in CWCAP</p>	<ul style="list-style-type: none"> ⌚ County general fund is reimbursed at a percentage of the current CWCAP. 	<ul style="list-style-type: none"> ⌚ DHS reimburses the county general fund at 25% of the CWCAP submitted in 2018.
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A workgroup is underway to determine how indirect costs will be reimbursed in the future.
 *In 2018 and 2019, a formula was used to calculate the reimbursement to human service zones.
 **Human service zone was known formerly as county social services.

**IN 2020, TOTAL INDIRECT COSTS WERE \$13.6M
 AND \$5.9M (43%) WAS REIMBURSED**

The Countywide Cost Allocation Plan

WHAT IS THE CWCAP

The Countywide Cost Allocation Plan (CWCAP) identifies indirect/overhead costs and allocates them to various departments within the county. Indirect costs may include:



Building Costs - Building, Depreciation, Finance Costs, Maintenance, Utilities and Grounds-keeping



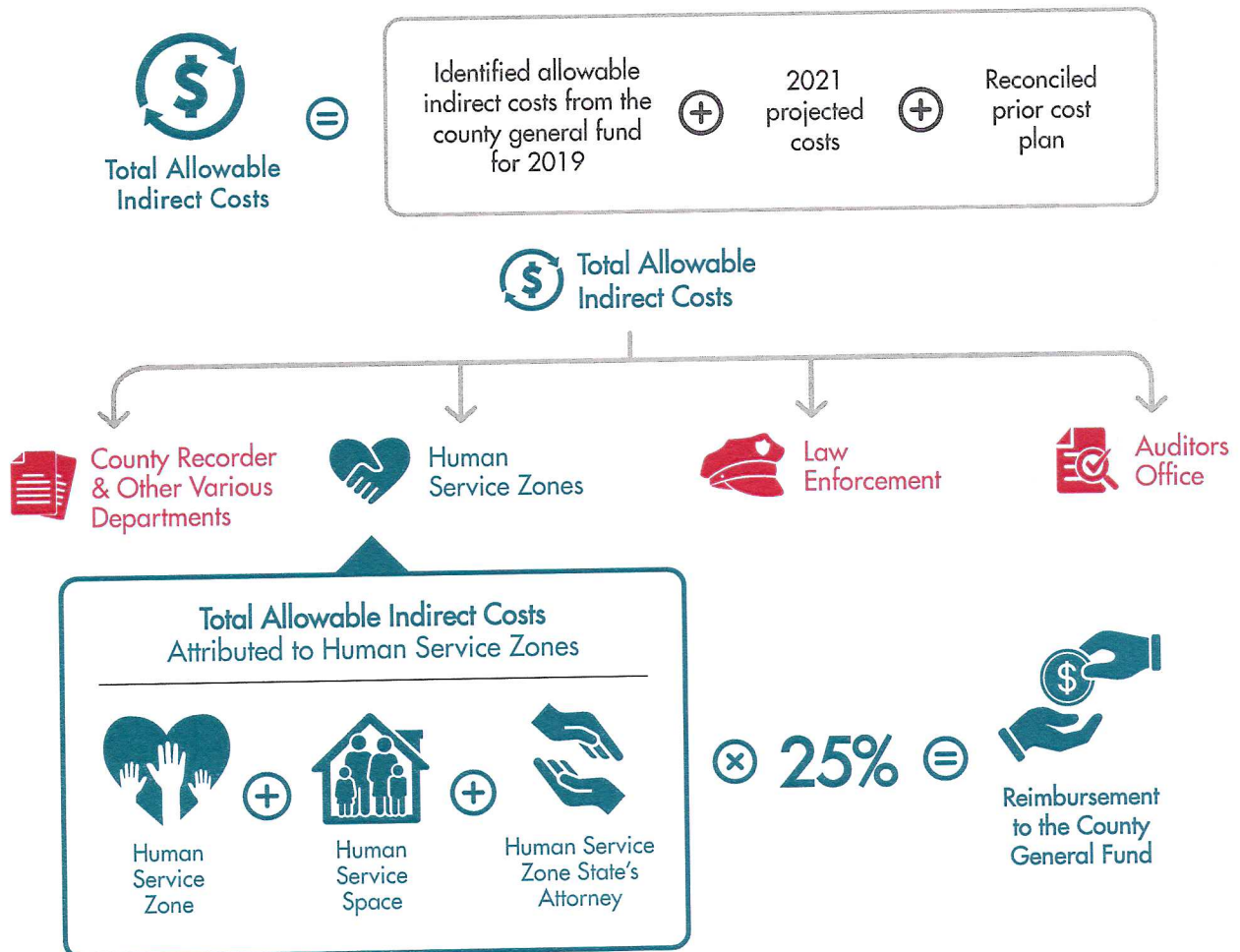
Soft Indirect Costs - Office Supplies, Postage, Copier Costs, Vehicles, Insurance and IT Services



Clear Indirect Costs - Accounting, Banking, Legal, Coordination, Budget and HR

DHS uses the CWCAP to reimburse a share of the allowable indirect costs attributed to human service zones and to obtain federal funds.

HOW TOTAL ALLOWABLE INDIRECT COSTS ARE CALCULATED WITHIN THE CWCAP



ROLES - HUMAN SERVICE ZONE DIRECTOR HIRING & SUPERVISION



NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES (STATE)

- 2 DHS representatives serve on HSZ Director Hiring Committee and participate in interviews
- Must give approval to hire HSZ Director

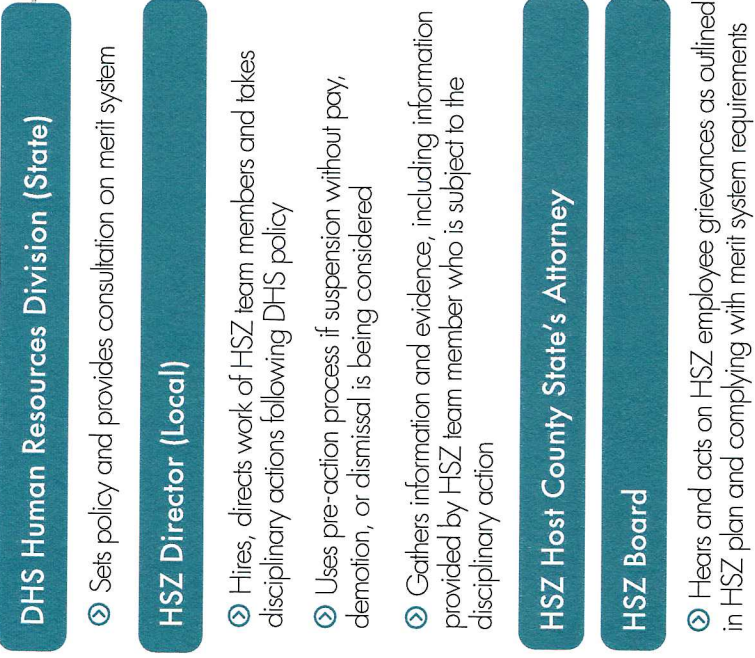
***Subject to applicable law, policies, rules and merit system requirements



HUMAN SERVICES ZONE BOARD (LOCAL)

- Serves on HSZ Director Hiring Committee and participate in interviews
- Makes recommendation on hiring of HSZ Director
- Upon approval from DHS, hires HSZ Director
- With direct consultation and input from DHS, supervises the HSZ Director**

ROLES - HUMAN SERVICE ZONE PERSONNEL MANAGEMENT ROLES



SHARED ROLES

- Come to agreement prior to eliminating an access point
- Receive Zone performance notifications from DHS related to overall compliance standards

Human Service Zone Board	County Commission	Zone Director	DHS
X	X	X	X
X		X	

HUMAN SERVICE ZONE (HSZ) ROLES

Human Service Zone Board

- ⌚ Establish policy to review and approve claims against the HSZ fund.
- ⌚ Review and recommend services for improvement and efficiency.
- ⌚ Review requests for additional team members.
- ⌚ Hear/act upon General Assistance appeals.
- ⌚ Hear/act upon employee grievances and appeals.**

County Commission

- ⌚ Receive and ratify the HSZ direct fund budget.
- ⌚ Receive and ratify the HSZ indirect fund budget. Fund any excess indirect costs.
- ⌚ Host County determines insurance benefit plan and coverage levels.
- ⌚ Each county establishes public building hours and emergency closures (inclement weather).
- ⌚ Appoint HSZ board members to represent respective community.
- ⌚ Remove appointed HSZ board member(s) without cause.

Zone Director

- ⌚ Provide overall supervision of HSZ team members in accordance with DHS policies. May also supervise DHS employees working within the HSZ.
- ⌚ Provide day-to-day management and operations of the HSZ.
- ⌚ Provide program oversight and management.
- ⌚ Develop, plan and monitor HSZ budget.
- ⌚ Serve as Chair and voting member of HSZ Board.
- ⌚ Serve as Legal Custodian for children placed in the child welfare system.
- ⌚ Ensure a positive workplace and service culture.
- ⌚ May serve one or more zones.

DHS

- ⌚ Administer a state-wide program for HSZ services, staffing, and costs.
- ⌚ Provide Compliance Oversight:
 - Adopt program standards.
 - Provide training for those standards.
 - Develop and administer a system to address chronic or serious HSZ performance issues.
- Notify HSZ Board and Zone Director of whether the HSZ meets performance requirements.
- Direct and supervise statewide HSZ work.
- ⌚ Ensure compliance and provide support on HR policy and merit system.

Operations, Fiscal and Management

Advocacy, Collaboration and Representation

- ⌚ Provide information on community needs and advocate to meet those needs.

- ⌚ Serve as HSZ representative on boards, task forces, committees and appointments.
- ⌚ Monitor legislation, testify and advocate for client needs.
- ⌚ Collaborate with DHS leadership and other HSZs to ensure effective, efficient, and quality human services.

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