

Office of Community Services

Staffing Reallocation Plan

January 7, 2009

- 1) Caseload staffing ratios will be established for each program area: Food Stamps, FI Eligibility, FI Case Management, CPS Intake, CPS Assessments/Investigations, CPS Treatment, Foster Care, Intensive Foster Care, APS and Adoptions.
- 2) Based upon a review of previously established standards and guidelines and an evaluation of the available staff in each program area, the following ideal caseload standards* are established:
 - (a) Food Stamps 400:1
 - b) Family Independence Eligibility 150:1
 - c) Family Independence Case management 40:1
 - d) Adult Protective Services (APS) 30:1
 - e) Child Protective Services (CPS) –Intake 36:1
 - f) CPS- Assessments/Investigations 10:1
 - g) CPS – In Home Treatment 12:1
 - h) Foster Care 12:1
 - i) Intensive Foster Care and Clinical Services 10:1
 - j) Adoptions 12:1
 - k) Foster Home Licensing 25:1
 - l) Administrative Support 1:5.575
 - m) Supervisory/Worker Ratio
 - i) HS 1:5
 - ii) ES 1:6
 - n) Program Coordinator//Supervisor Ratio 1:5

*These ideal standards will be the basis for requests related to funding and/or additional positions.

- 3) When there are not enough positions authorized to a program area statewide to meet the ideal staffing standards, the allocation will be based on an average caseload ratio in the interim to establish a fair share ratio for staffing. Each month the average caseload per program area will be determined based on the number of filled positions. Available positions will be allocated to the counties/regions with the greatest need. Available positions at this point are vacant positions which we have permission to fill based on our budgetary standing.

These average caseload ratios based on November 30 caseload data and November
P:drive information (including Temps and TGs) are listed below.

- a) Food Stamps 546:1
- b) Family Independence Eligibility 150:1

- c) Family Independence Case management 46:1
- d) Adult Protective Services (APS) 30:1
- e) Child Protective Services (CPS) –Intake 40:1*
- f) CPS- Assessments/Investigations 11:1
- g) CPS – In Home Treatment 15:1
- h) Foster Care 13:1
- i) Intensive Foster Care and Clinical Services 10:1
- j) Adoptions 12:1
- k) Foster Home Licensing 25:1*
- l) Administrative Support 1:5.575
- m) Supervisory/Worker_ratio
 - i) HS 1: 5
 - ii) ES 1: 6

- n) Program Coordinator/Supervisor ratio 1:5

*There will be a minimum allocation per county for CPS Intake (1) and Foster Home Licensing (1) regardless of the size caseload in the county.

4). The process for equalization (reallocation) will be as follows:

- The Managers of Community Services (County Directors, Area and Regional Directors and Regional Managers) will monitor caseload staffing ratios by program area monthly.
- They will identify areas where the allocated positions exceed the established caseload ratio and identify areas where the number of allocated positions is too low to meet the established caseload ratio.
- When an area has more positions than the established ratio, any vacancies that exist or occur in the identified program area will be reassigned by the Deputy Director of Community Services to the area(s) with a greater need.

- Each affected manager will have the opportunity to participate fully in the process.

5). The Deputy Director of Community Services is authorized to make all decisions concerning reassignment of positions within and among Community Services offices and programs.