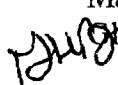


**COUNTY OF SAN MATEO
INTERDEPARTMENTAL CORRESPONDENCE**

Date: May 3, 2001
Hearing Date: May 22, 2001

TO: Honorable Board of Supervisors

FROM:  Maureen D. Borland, Director, Human Services Agency
Steven H. Brooks, Jr., Director, Central Region

SUBJECT: Resolution authorizing the Human Services Agency Director to execute an agreement with California State Department of Rehabilitation to provide Benefits Planning Services for clients with disabilities.

RECOMMENDATION

Adopt a resolution authorizing the Human Services Agency (HSA) Director to execute and enter into a Cooperative Agreement and amendments thereto between the California State Department of Rehabilitation and the County of San Mateo.

BACKGROUND

HSA and the State Department of Rehabilitation (DR) have jointly provided vocational services to an increasing number of clients with disabilities for the past ten years through your Board approval of Cooperative Agreements. This particular agreement designates 21.3% County funds to create a 78.7% federal match to provide Benefits Planning services. This grant can be renewed for up to three additional years. The funding level will decrease each year from 59% to 47% to 35% of total costs funded. In addition to the establishment grant, HSA is able to bill DR a fee-for-service to cover additional costs and generate revenue.

DISCUSSION

Vocational Rehabilitation Services (VRS) has been working extensively in the area of benefits counseling as part of the Individual Self-Sufficiency Planning (ISSP) Project. The proposed Benefits Planning Services will be modeled on this successful collaborative demonstration project. Benefits Planning involves intensive counseling and advocacy to individuals with disabilities regarding SSA benefits, educating clients on how to negotiate SSA work incentives and other benefits. These services not only reduce fears and insecurities among individuals with disabilities, but can also be offered to any DR client at any stage of employment.

The agreement and resolution have been approved as to form by the County Counsel's office.

PERFORMANCE

The estimated number of DR clients to be served annually is 140.

- ◆ At least 50 will have sufficient benefit information to accept employment within six months.
- ◆ At least 50 will utilize some form of work incentives through benefits planning
- ◆ At least 100 will achieve successful rehabilitation (90 days of employment).

FISCAL IMPACT

This Agreement requires the County to pay \$16,015 to generate the \$75,187 establishment grant. The \$16,015 cost to the County and other associated costs can be recouped through the fee-for-service billing to DR for each client served. If the estimated 140 clients are served, \$95,503 will be generated by the fee-for-services for the first year. There should be no increased Net County Costs as a result of this agreement.

X6579 Glen H. Brooks Jr.

RESOLUTION NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING THE HUMAN SERVICES AGENCY DIRECTOR TO EXECUTE AN AGREEMENT AND AMENDMENTS WITH THE STATE OF CALIFORNIA, DEPARTMENT OF REHABILITATION FOR BENEFITS PLANNING SERVICES FOR CLIENTS WITH DISABILITIES

RESOLVED by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, County Human Services Agency (HSA) has developed an agreement with the State of California Department of Rehabilitation for the expansion of vocational rehabilitation services for clients with disabilities for the period 7/1/01-12/31/02, and

WHEREAS, this agreement with State Department of Rehabilitation provides benefits planning services for individuals who are served jointly by HSA and State Department of Rehabilitation, and

WHEREAS, this Board acknowledges the benefits and responsibilities to be shared by both parties to said agreement and contract, and wishes to authorize the Human Services Agency Director to execute the agreement and amendments thereto, and

WHEREAS, this Board has been presented with a form of the agreement and has examined and approved it as to both form and content and desires to enter into the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Human Services Agency Director is hereby authorized to sign and execute said agreement and all amendments hereto with the California State Department of Rehabilitation for and on behalf of the County of San Mateo.

STATE OF CALIFORNIA
STANDARD AGREEMENT - ESTABLISHMENT GRANT

DEPARTMENT OF REHABILITATION

DR 336 (Rev 04/97) Computer Generated

New

Continuation

2nd Year

3rd Year

4th Year

Agreement Number

GRANTEE

STATE OF CALIFORNIA
 Department of Rehabilitation
 2000 Evergreen Street
 Sacramento, California 95815

SUBGRANTEE (Name & Address)

San Mateo County Human Services Agency
 550 Quarry Road
 San Carlos, CA 94070

WITNESSETH. The California Department of Rehabilitation, hereinafter referred to as the Grantee or DR, hereby agrees to provide the public or private not-for-profit rehabilitation agency, hereinafter referred to as the Subgrantee, a conditional grant of federal funds that shall assist the Subgrantee to develop and maintain a program designed to provide vocational rehabilitation services to applicants or clients/consumers of the Grantee. The Subgrantee agrees to abide by the conditions of this grant as contained in the Establishment Grants Procedural Handbook dated April 2001 (rev.) and as incorporated in this standard agreement.

- This agreement shall be effective July 1, 2001 and terminate December 31, 2002
- Expenditures under this agreement shall not be made for a period longer than 18 months, nor commence prior to July 1, 2001. Grantee may extend the period by prior written notification to the Subgrantee. No reimbursements shall be allowed for expenditures incurred after December 31, 2002.
- The total expenditures under the terms of this agreement shall not exceed \$ 75,187 of which \$ 59,172 shall be federal funds provided by Grantee and the Subgrantee's share of \$ 16,015 of which \$ 16,015 shall be the local match requirement.
- The following exhibits, as indicated below, are made a part of this agreement:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Standard Grant Provisions | DR337 Budget & Reimbursement Request - |
| <input checked="" type="checkbox"/> DR324 Board Resolution authorizing acceptance of conditions of grant | Remodeling |
| <input checked="" type="checkbox"/> Program Narrative | Other Direct Expense |
| <input checked="" type="checkbox"/> DR339 Personnel Budget & Reimbursement Request | <input checked="" type="checkbox"/> Equipment |
| | Operating Expense |

IN WITNESS WHEREOF, this agreement has been executed by the parties, hereto, this

_____ day of _____, 20_____

STATE OF CALIFORNIA

SUBGRANTEE

Chief Community Resources Development Section

Authorized Signature per Board Resolution

Chief Budgets & Contracts Section

Title

Federal Tax I.D. Number

Amount Encumbered \$75,187	Appropriation Support	Fund Gen \$59,172 Sp Dep \$16,015	Chapter BA 2001	Statutes 2001	Item 5160-001-001 942-001-904
Federal Share: \$59,172	Fiscal Year 2001-2002	Category C	Org. Code 0711	Object Code 5032	
Subgrantee Share: \$16,015					

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above

Signature of Accounting Officer

Copy 1-(Master) Grant File
 Copy 5-Subgrantee

Copy 2-State Controller
 Copy 6-Grant Coordinator

Copy 3-Accounting Section
 Copy 7-Field Grant File

Copy 4-Contract Section
 Copy 8-Pending Copy

**STANDARD GRANT PROVISIONS
(ESTABLISHMENT GRANTS)**

1. DEFINITION OF TERMS

Pursuant to the authority of the Rehabilitation Act 34CFR361of 1973 and 1998 amendments; and California Welfare and Institutions Code, Sections 19005 et seq, the following definitions shall be used for the purposes of this grant and the exhibits attached hereto.

A. Community Rehabilitation Program

- (a) "Community rehabilitation program" means a program that provides directly or facilitates the provision of one or more of the following vocational rehabilitation services to individuals with disabilities to enable those individuals to maximize their opportunities for employment, including career advancement:
- (1) Comprehensive rehabilitation services which shall include, under one management, medical, psychological, social, and vocational services.
 - (2) Testing, fitting, or training in the use of prosthetic and orthotic devices.
 - (3) Recreational therapy.
 - (4) Physical and occupational therapy.
 - (5) Speech, language, and hearing therapy.
 - (6) Psychiatric, psychological, and social services.
 - (7) Personal and work adjustment.
 - (8) Vocational training (in combination with other rehabilitation services).
 - (9) Evaluation or control of special disabilities.
 - (10) Assessment for determining eligibility and vocational needs, including evaluation for supported employment, development, and placement in jobs.
 - (11) Development of, and placement in, jobs.
 - (12) Job coaching services to enable a person with disabilities to obtain or maintain supported or competitive employment.
 - (13) Extended employment for persons with severe disabilities who cannot be readily absorbed into the competitive labor market.
 - (14) Personal assistance services.
 - (15) To the extent provided under federal law, services

similar to the services described in paragraphs (1) to (13), inclusive.

(b) All medical and related health services shall be prescribed by, or under the formal supervision of, persons licensed to practice medicine or surgery in the state.

B. Public Subgrantee

A program organized and operated by a legally constituted taxing entity under the laws of the State of California, such as a county, city, township, community college, or school district, any unit of California state government, or a California state educational institution. **ALL OTHER** programs shall be defined as not for profit subgrantees.

C. Establishment of a Facility for a Community Rehabilitation Program

The term "establishment development, or improvement of a public or non profit community rehabilitation program" includes the acquisition, expansion, remodeling, or alteration of existing buildings necessary to adapt them to community rehabilitation program purposes or to increase their effectiveness for such purposes (subject, however, to such limitations as the Secretary may determine, in accordance with regulations the Secretary shall prescribe, in order to prevent impairment of the objectives of, or duplication of, other Federal laws providing Federal assistance in the construction of such facilities for community rehabilitation programs), and may include additional equipment and staffing as specified in the Request For Application.

D. Individual with a Disability

The term "individual with a disability" means an individual who has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment and can benefit in terms of an employment outcome from vocational rehabilitation services provided pursuant to Titles I, II, III, VI and VIII of the Rehabilitation Act.

Further, the term "individual with a disability" means any person who has a physical or mental impairment which substantially limits

one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment.

2. GENERAL TERMS AND CONDITIONS

A. General Conditions:

- (1) PURPOSE: This grant shall enable Subgrantee to develop, or expand in accordance with the service narrative, services that shall enable the individual with a disability to maximize opportunities for employment, including career advancement.
- (2) APPROVAL: This Agreement is of no force or effect until signed by both parties. Subgrantee may not commence performance until such approval has been obtained.
- (3) AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- (4) ASSIGNMENT: This Agreement is not assignable by the Subgrantee, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- (5) AUDIT: Subgrantee agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Subgrantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Subgrantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Subgrantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
- (6) INDEMNIFICATION: Subgrantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting

to any and all Subgrantees, subsubgrantees, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Subgrantee in the performance of this Agreement.

(7) DISPUTES: Subgrantee shall continue with the responsibilities under this Agreement during any dispute.

(8) TERMINATION FOR CAUSE: The State may terminate this Agreement upon 30 day written notice, and be relieved of any payments should the Subgrantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Subgrantee under this Agreement and the balance, if any, shall be paid to the Subgrantee upon demand.

(9) INDEPENDENT CONTRACTOR: Subgrantee, and the agents and employees of Subgrantee, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

(10) RECYCLING CERTIFICATION: The Subgrantee shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12161 and 12200, in materials, goods, or supplies offered or products used in the performance of this Agreement, regardless of whether the product meets the required recycled product percentage as defined in the Public Contract Code, Sections 12161 and 12200. Subgrantee may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

(11) NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Subgrantee and its subsubgrantees shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, and denial of family and medical care leave, and denial of pregnancy

disability leave. Subgrantee and subsubgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subgrantee and subsubgrantees shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Subgrantee and its subsubgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

(12) CERTIFICATION CLAUSES: The Contractor CERTIFICATION CLAUSES contained in document the CCC800 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

(13) TIMELINESS: Time is of the essence in this Agreement.

(14) COMPENSATION: The consideration to be paid Subgrantee, shall be expenses necessary to carry out the services in the grant, as represented in the grant budget, including staff salaries, payroll taxes and benefits.

(15) GOVERNING LAW: This grant is governed by and shall be interpreted in accordance with the laws of the State of California.

(16) CHILD SUPPORT COMPLIANCE ACT: "For any Agreement in excess of \$100,000, the Subgrantee acknowledges in accordance with, that:

a). the Subgrantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment

of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and,

b). the Subgrantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

(17) **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be effected thereby.

(18) Notwithstanding terms to the contrary, no provision of this grant shall be interpreted to authorize expenditures or reimbursements for items not in conformance with appropriate state or federal guidelines, laws, or regulations.

(19) **SOURCE OF FUNDS:** Subgrantee's share shall be a cash match from non-federal funds. The federal share shall be from funds allotted to the grantee (state rehabilitation agency) under Section 110 of the Rehabilitation Act, as amended.

(20) **INSUFFICIENT FUNDS:** It is mutually agreed that if sufficient funds are not appropriated for this service, this grant shall be invalid and of no further force or effect. In this event, the grantee (state) shall have no liability to pay any funds whatsoever to the subgrantee or to furnish any other considerations under this grant, and the subgrantee shall not be obligated to continue to perform under the provisions of this grant.

B. Notification

All notices required to be given by either party shall be in writing and sent by mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

C. Laws, Regulations and Ordinances

Subgrantee shall comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the

rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, worker's compensation, licensing, and all other activities requiring compliance. Subgrantees shall accept financial responsibility in the event of noncompliance.

Additional rules and regulations may apply. Grantees may access www.ols.dgs.ca.gov, Department of General Services, website for up to date information.

D. Client Assistance Program

The subgrantee is required to notify Department of Rehabilitation consumers in writing of the existence of the Client Assistance Program (CAP). CAP is a free service, which can provide information and help the consumer if the consumer feels that they are not receiving the assistance or services they should. CAP can be reached toll free at 1-800-952-5544.

E. Assurance of Compliance with Section 504

The subgrantee (hereinafter called the "recipient") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable ED regulation (34 CFR, PT. 104) and all guidelines and interpretations issued pursuant thereto.

Pursuant to 34 CFR, Sec. 104.5a, the recipient gives this assurance in consideration of and for the purpose of obtaining any/all federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Education after the date of this assurance, including payments or other assistance made after such date on applications for federal financial assistance that were approved before such date. The recipient recognized and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States will have the right to enforce this assurance through lawful means.

This assurance obligates the recipient for the period during which federal financial assistance is extended to it by the Department of

Education or, where the assistance is in the form of real or personal property, for the period provided for in 34 CFR, Sec. 104.5b.

3. SPECIFIC STATUTES AFFECTING GRANT

As applicable, subgrantees shall comply with:

Executive Order 11246 - "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60)

Architectural Barriers Act 42 USC §4151 et seq.
Nondiscrimination on the basis of handicap.

Americans With Disabilities Act (ADA) P.L. 101-336

29 USC 776 General Grant and contract requirements.

Copeland "Anti-Kick-Back Act" (18 U.S.C. §674) as supplemented in Department of Labor regulations (29 CFR, Part 5)

Contract Work Hours and Safety Standards Act (40 U.S.C. §327 et seq.) and Department of Labor supplementing regulations (29 CFR, Parts 5 and 1926)

Clean Air and Water Acts as amended (42 U.S.C. §7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251 et seq.)

Subgrantee shall report to the grantee all suspected or reported violations of the above regulations.

BENEFITS PLANNING SERVICE NARRATIVE OUTLINE

I. SERVICE TO BE PROVIDED:

San Mateo County Vocational Rehabilitation Services (VRS) offers a variety of services and interventions that assist persons with mental health and other disabilities receiving Social Security disability benefits to find and maintain employment. However, misunderstanding and fear of losing benefits often prevents clients from pursuing employment. VRS will establish benefits planning services that will help this population to negotiate the challenging maze of SSA work incentives, overpayment adjustments, health care coverage, and housing support issues.

The benefits planning service will be modeled on a successful collaborative demonstration project with the Department of Rehabilitation, namely *Individual Self-Sufficiency Planning (ISSP)*. The proposed services will expand availability of benefits planning to DR authorized clients in San Mateo County.

Benefits Planning will serve all of San Mateo County. San Mateo County is within the Department of Rehabilitation's San Francisco District. Clients from the San Mateo, San Bruno, and Menlo Park offices of the district will be served. To improve access for DR clients, the project staff will provide consultation at different sites within the County. Possible sites may include VRS (co-located at PeninsulaWorks in San Carlos), other PeninsulaWorks sites in Redwood City, Menlo Park, and Daly City, community rehabilitation agencies, and the DR offices.

DR applicants and clients, who are able to pursue employment planning and/or maintain employment may face a number of barriers related to Social Security and other benefits. Without the fear of losing benefits including health insurance, they may be able to increase their self-sufficiency and advance their careers. Employment can also build self-esteem and improve the quality of life of both the client and their family. For DR clients with mental health and other disabilities, successful rehabilitations are more likely to occur when education and clarification around benefits is followed by informed choices. Services will be provided to pre-plan as well as plan status DR clients.

II. OUTCOMES:

Outcome 1: 140 DR clients will be served with benefit planning.

Outcome 2: As a result of benefit planning, 50 DR clients will obtain employment.

Outcome 3: As a result of benefit planning, 50 DR clients will utilize Social Security Work Incentives.

Outcome 4: As a result of benefit planning, 100 DR clients will be successfully rehabilitated.

It is anticipated that roughly ½ of DR clients will not yet be employed, and may be in either pre- or post-plan DR status. The other ½ will be employed at the time of referral, but may require benefits planning assistance to encourage job retention. For unemployed clients, outcomes will be related to obtaining work and retaining employment for a successful rehabilitation (26 closure). For employed clients, outcomes will be related to implementing work incentives and employment retention strategies for a successful rehabilitation (26 closure). A continuum of benefits planning services, described in detail under Methodology, will be delivered to an estimated 140 DR authorized clients. Numbers are anticipated to increase in future years due to outreach efforts, and will be reimbursed by fee-for-service and other funding sources.

1. *Intake, Information, and Referral* 140 DR clients per year (35 per quarter)
2. *Benefits Analysis and Consultation* 120 DR clients per year (30 per quarter) Of the 140 above referred DR clients, 120 will proceed, with authorization, into this service category.
3. *Benefits Planning and Advocacy* 95 DR clients per year (24 per quarter) Of the 140 above referred DR clients, 95 will proceed, with authorization, into this service category.

For the approximately 70 clients who are not employed at the time of referral, a.) at least 50 (71%) will have sufficient benefit information and assistance to accept employment placement within 6 months; and b.) at least 40 (57%) will achieve successful rehabilitation (26 closure).

For the approximately 70 clients who are employed at the time of referral, a.) at least 50 (71%) will utilize some form of work incentives through benefits planning assistance; and b.) at least 60 (86%) will achieve successful rehabilitation (26 closure).

Outcomes will be evaluated quarterly utilizing the DR 329 form.

III. METHODOLOGY

Services will be provided to Department of Rehabilitation applicants and clients from San Mateo County, including residents served at DR offices in San Mateo, San Bruno, and Menlo Park. DR counselors may refer clients in pre-plan status assessment for benefits planning in order to understand the impact of work on benefits. DR clients in plan status, and/or those already in employment, may also be referred for assistance with work incentives and other benefits DR client.

A continuum of service will be available as needed:

1. *Intake, Information, and Referral*

All clients will receive a comprehensive intake. This will include, but not be limited to an assessment of the client's SSA status, current work incentives in place, current earnings, any over payments that may exist, and other potential benefits challenges. Status of other benefits and supports will also be assessed. Following this intake, clients will be provided with answers to their basic questions about benefits, work incentives, and health insurance coverage. Clients will be provided with a copy of a handbook developed by VRS entitled *A Consumer Guide to SSI and SSDI: Basic Facts You Need to Know*. Clients may also be referred to other providers, for available services or to receive further information about their benefits. If clients are seen at PeninsulaWorks One Stop locations, some of these resources and services are co-located for easy access.

2. *Benefits Analysis and Consultation*

For clients who are faced with upcoming changes or challenges regarding their benefits, staff will conduct a thorough analysis. This process will research and examine all benefits, entitlements, subsidies, and services, as well as the impact work will have on the level of payment and continuation of eligibility and/or benefits. The Benefit Planner may also consult with SSA staff. After this analysis, staff will share this information with the client through a face-to-face consultation and will prepare a written summary report for both the client and DR counselor. The VRS *Consumer Guide* contains forms used for record keeping and calculating benefits. Staff will orient clients to these materials, so that they can do their own tracking and reporting of income and resource limits. This will allow beneficiaries to plan ahead when their work

begins, increases or changes. This will help avoid underpayments and overpayments, and help assure that crucial health insurance coverage is maintained.

3. *Benefits Planning and Advocacy*

Some DR clients will require more intensive and individualized assistance on an ongoing basis. This may be to access work incentives through SSI and SSDI, consult with SSA staff, or provide linkage and advocacy related to housing (i.e. HUD supportive housing and Section 8) and health insurance coverage (i.e. Medi-Cal and Medicare). Information and linkage to other incentives such as the Earned Income Tax Credit also may be provided. Staff will provide monthly progress reports to DR until issues are resolved and the case is closed. This report will highlight any ongoing problems and developments, and will note expected further service hours that will be needed by the client. After a case is closed, a DR counselor may re-refer the client and authorize additional hours of service if subsequent assistance is required.

Upon referral and authorization of a new DR client, the planner will assess the status of SSA benefits and other pertinent information such as Medi-Cal/Medicare, welfare, housing and other benefits. All DR clients will receive a complete intake that also offers key information and referral services. As needed, some DR clients will also receive more intensive services, including benefits consultation and benefits planning/advocacy. This continuum of services will be tailored to the DR client's individual needs. A monthly progress report for all open cases will be sent to the referring DR counselor, noting progress in benefits planning, issues to be covered, problem areas, and estimated needs for further benefits planning.

An average of 16 hours of services will be provided per DR client. This will include 13 hours of direct services, including: face-to-face contact, research and analysis, advocacy, referral, and information sharing with DR, SSA, and benefit/resource providers. The balance of time (3 hours) will be for indirect services such as developing reports.

VRS will recruit and hire a Human Service Analyst II as a Benefits Planning Specialist to provide the proposed benefits planning activities. With the ISSP demonstration project, VRS is able to provide benefits planning services to 100 clients participating in this research. The proposed benefit planning services will allow VRS to serve a broader pool of DR clients.

DR applicants and clients who are able to find employment may face a number of barriers related to Social Security and other benefits. Without the

fear of losing benefits such as health insurance, they may be able to increase their self-sufficiency and advance their careers. Employment can also build self-esteem and improve the quality of life of both the client and their family. For clients with mental health disabilities, work may improve their emotional stability and quality of life and reduce the need for publicly funded mental health services.

Major Timelines and Activities

The following timetable describes major activities for the proposed program.

Activity	Timeline
Recruit for staff position	June 2001
Begin outreach and marketing of program to Department of Rehab counselors, VRS staff, and community rehabilitation agencies	June – August 2001
Develop referral form for Department of Rehab	July 2001
Hire and train staff	July - August 2001
Purchase laptop computer	July 2001
Deliver program services to clients	Ongoing from July/August 2001

IV. BUDGET

Staffing

VRS will recruit, hire, and train a Human Service Analyst II as a Benefits Planning Specialist (1.0 FTE) to provide the proposed benefits planning activities to DR authorized applicant/clients.

Duties/functions may include, but are not limited to:

- Education and consultation around the impact of work on benefits (Soc. Sec., Healthcare, Housing)
- Education and assistance with work incentives (e.g., Plan for Achieving Self Support (PASS) and Impairment Related Work Expenses (IRWE), 1619 ab Medi-Cal, etc.
- Assistance with data collection and coordination of benefits with SSA staff (e.g., status of Trial Work Period (TWP) months used, Extended Period of Eligibility (EPE) status, overpayment status) and other benefit or resource/service providers (e.g., Medi-Cal, Medicare, housing, welfare, VA, etc)

- Education, assistance, and advocacy with reporting responsibilities, record keeping systems, and other benefits maintenance management.
- Assistance with Continuing Medical and Disability Reviews and eligibility re-determination
- Communication with DR counselor and report preparation

Minimum Qualifications- Any combination of education and experience that would likely provide the required knowledge, skills and abilities to perform the functions- A typical way to qualify is: BA degree in a human service, accounting, social science, education, or related field. Relevant professional level experience may substitute for the education on a year for year basis, to a maximum of two years. Knowledge of public benefits programs, Social Security regulations, and employment issues faced by persons with serious disabilities will be highly preferred.

Equipment

The Benefits Planning Specialist will accommodate DR clients by seeing them at many sites throughout San Mateo County. Therefore, it is essential that this position have access to a laptop computer so that client records can be accessed confidentially at these different sites. The computer will be used for benefits calculation, analysis, research, and recording information, as well as for report writing. Internet access will be available to stay up-to-date on SSA legislation and regulations. A computer will be purchased during the first year of the proposed establishment grant. Depending upon the life of the computer, subsequent purchases may be required annually.

Remodeling

NA

STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION
PERSONNEL BUDGET AND REIMBURSEMENT REQUEST
 DR 339 (Rev. 04/97) Computer Generated

Facility Name And Address
 San Mateo County Human Service Agency
 550 Quarry Road
 San Carlos, CA 94070

- New
- Continuation
- 2nd Year
- 3rd Year
- 4th Year

THIS REPORT INCLUDES
 BUDGET REV.# Dated

Period Covered From To
 Page 1 Of 1 Pages
 Agreement # Type
 Payment Request No

A	B	C	D	E	F	G	H	I	J
Line Item #	Start Date	Position Titles & Name of Employee(s)	Rev Date	Total Amount Budgeted	\$ Claimed Thru Request No	\$ Claimed This Period	Average Monthly Ceiling	Total Claimed (F+G=I)	Balance Remaining (E-I=J)
1		Human Service Analyst II		\$72,187					

W	Page Total	\$72,187
X	Accumulative Total (Last Page Only)	\$72,187
Y	Project Budget 100 %	\$72,187

Z	Reimbursement Rate 78.7 %	Budget Total \$ 56,811	Amount Requested	Less Adv /Disc.	Net Amt. Requested
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REIMBURSEMENT APPROVAL

I certify that all expenditures claimed on this form have been made under the terms of our agreement with the STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION.

Department of Rehabilitation	Date	Claimant Signature	Title	Date

