

# **PERRY COUNTY HUMAN SERVICES PLAN**

**2016 - 2017**

**July 29, 2016**

(Revised September 30, 2016)

## **Perry County Commissioners:**

**Brenda K. Benner, Chair  
Paul L Rudy Jr., Vice-Chair  
Stephen C. Naylor., Secretary**

For any questions regarding this plan please contact:  
Robin Tolan, Cumberland/Perry MH Human Services Program Manager  
(717) 240-6320  
rtolan@ccpa.net

# **PERRY COUNTY HUMAN SERVICES PLAN 2016-2017**

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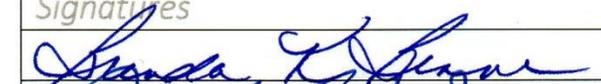
# PERRY COUNTY HUMAN SERVICES PLAN 2016-2017

## APPENDIX A

### ASSURANCE OF COMPLIANCE

- A.** The County assures that services will be managed and delivered in accordance with the County Human Services Plan submitted herewith,
- B.** The County assures, in compliance with Act 80, that the Pre-Expenditure Plan submitted herewith has been developed based upon the County officials' determination of County need, formulated after an opportunity for public comment in the County.
- C.** The County and/or its providers assures that it will maintain the necessary eligibility records and other records necessary to support the expenditure reports submitted to the Department of Public Welfare.
- D.** The County hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):
1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or handicap in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for handicapped individuals.
  2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

### COUNTY COMMISSIONERS/COUNTY EXECUTIVE

<i>Signatures</i>	<i>Please Print</i>	<i>Date</i>
	Brenda K. Benner	7-25-16
	Paul L Rudy Jr	7-25-16
	Stephen C. Naylor	7-25-16

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## APPENDIX B

### INTRODUCTION

This plan is being submitted on behalf of the Perry County Board of Commissioners and represents input from Cumberland/Perry Mental Health and Intellectual and Developmental Disabilities, Cumberland/Perry Drug and Alcohol, Perry Human Services, and Perry County Children and Youth Services. The Plan was developed in collaboration with these agencies and the Perry County Family Services Partnership Board.

Perry County is a joinder with Cumberland County for Mental Health, Intellectual and Developmental Disability Services and the Drug and Alcohol Commission. In 1967, the Boards of Commissioners of Perry County and Cumberland County signed a joinder agreement establishing the Cumberland/Perry Counties Mental Health and Intellectual and Developmental Disabilities Program (C/P MH.IDD). The Drug and Alcohol Commission, initially was a part of the MH.IDD Program, and in 1980 became a separate agency, continuing the joinder arrangement. For these services, coordinated planning is ongoing between the two counties with service providers, consumers, family members, other County Human Services, and Commissioners evaluating current services, need areas and how best to meet the needs of the residents of Cumberland and Perry Counties.

### I. COUNTY PLANNING PROCESS

The Perry County Family Services Partnership Board serves as the focal point for Plan development in Perry County. Human Service agencies and county commissioners participate in monthly meetings to share information, discuss needs, solutions and outcomes. County Commissioner representatives from both counties participate on the MH.IDD Advisory Board and on the Drug and Alcohol Commission Advisory Board. The Advisory Boards are comprised of representatives from both counties who are appointed by the Board of Commissioners of their respective county.

Stakeholder input occurs at the community advisory committee meetings that each department holds and through the Mental Health Community Support Program (CSP) meetings. Please see the Cumberland County (CC) plan for more information on the CSP and other planning processes. Many program committees include stakeholders as well to ensure consumer voice and participation in the planning process. Specific information regarding planning and services can be found in the narrative sections of this and the CC plan.

Each department has an array of services available to residents and various processes to determine the most appropriate level of care to meet the consumers' needs. Our priority is to continue providing community based services that meet those needs. Each program/service develops its own budget and determines expenditures based on the allocation of funds and needs of each program and their consumers as Perry County is not part of the Human Services Block Grant Pilot Project. Each department/service reviews available data to determine the budget and anticipated expenditure of the state allocated funds.

The County intends to use allocated funds to provide services to its residents in the least restrictive settings appropriate to individuals' needs. A major value that cuts across all the County-managed human services is an emphasis on building a broad range of community-based treatment and support services that reduce the need for

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and reliance upon more restrictive (and costly) residential, inpatient, and institutional programs. A guiding principle in our local human service planning for more than a decade has been to develop networks of care that will allow County residents to access appropriate services while retaining as much self-sufficiency as possible in the community. This approach applies to the recipients of all the human services described in this and the CC plan: consumers of mental health services, citizens with intellectual and/or developmental disabilities, persons in recovery from a substance abuse disorder, youth (including juvenile offenders), individuals who are homeless, older citizens, and individuals with physical disabilities. Specific examples of this programmatic philosophy can be found within each human service area in this and the CC plan.

No substantial programmatic and/or funding changes are planned for 2016-2017 as a result of last year's outcomes. With flat funding, our ability to make major changes is limited. Instead, the priority will be to sustain the current infrastructure of community-based services despite flat funding and cost of living increases.

## **II. PUBLIC HEARING NOTICE**

A Legal Notice was placed in several local newspapers in Perry County as well as the Perry County website and the Cumberland/Perry MH.IDD website to alert resident of the Public Hearings. Minutes are attached. The first was held on June 6, 2016 in the Commissioners Conference Room at 10 AM for the purpose of public input for the distribution of the FY 2016-2017 Human Service Development Funds. Requests were received from the Perry County Food Bank, Perry Human Services, Cumberland/Perry Drug & Alcohol, Cumberland/Perry MH/IDD, Perry County Family Center and the Perry County Transportation Authority. The funding was awarded at the Commissioners Meeting on Monday, June 27, 2016. The notice was advertised in several Perry County newspapers including the News Sun, Perry County Times, and Duncannon Record. The second public hearing was held on July 19, 2016 – further information is found in the Cumberland County Human Services Plan as we are a joiner for Mental Health, Intellectual and Developmental Disabilities, and Drug and Alcohol Services.

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## A. Commissioners' Public Hearing Notice & Proof of Publication

### Affidavit of Publication

County of Perry }  
State of Pennsylvania } ss:

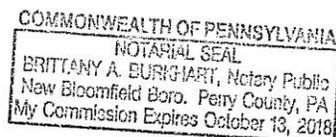
**HEARING NOTICE**  
A public hearing will be held in the Commissioners Conference Room, Veterans Memorial Building, 25 W. Main St., New Bloomfield, PA 17068 on Monday June 6, 2016 at 10 :00 a.m. for the purpose of public input for distribution of the FY 2016-2017, Human Service Development Funds. Requests must be within the rules and regulations of the funding source. Please contact Kathy Burkholder, Chief Clerk if you would like more information regarding eligibility requirements at 717-582-5110.  
PERRY COUNTY COMMISSIONERS

Curt Dreibelbis being duly sworn (affirmed) according to law, deposes and says that he is the publisher of The News-Sun, Perry County Times, and Duncannon Record, newspapers published weekly at New Bloomfield, Perry County, Pennsylvania; and that the notice of which the annexed clipping from one of said newspapers, is a copy that was printed and published for 1 weeks in the regular editions and issues of said newspaper on the following dates 5/19/16 that the affiant is not interested in the subject of said advertisement: and that all of the allegations of this statement as to the time, place and character of publication are true.

*Curt L. Dreibelbis*

Subscribed and sworn to before me,  
a Notary Public, this 5/19/16

*Brittany A. Burkhardt*



# PERRY COUNTY HUMAN SERVICES PLAN 2016-2017

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## B. Commissioners' Public Hearing Minutes

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### COMMISSIONERS GENERAL SESSION

June 6, 2016

**Present at the meeting were  
Commissioners:**

Brenda K. Benner-Chairman  
Paul L. Rudy Jr-Vice-Chairman  
Stephen C. Naylor-Secretary  
Kathy Burkholder- Chief Clerk  
William R. Bunt – Solicitor

**Present from the Press:** Jim Ryan, Perry County Times

**Present from the Public:** Harva Owings- Baughman, Linda Bates, Dennis Hocker, John Kiner, Dave Magee, Jeff Mattern, Allen Metzger, Carl Nace, Nancy Pote, Marty Smith

Commissioner Benner opened the meeting at 10:00 AM on June 6, 2016 with the Pledge to the Flag and a moment of silence.

**Public Comment:** A public hearing was advertised for the purpose of public input for distribution of the FY 2016-2017 Human Service Development Funds. Request must be within the rules and regulations of the funding source. Funding will be awarded at a later date. John Kiner and Linda Bates represented the Perry County Food Bank for their request for funding.

Discussion was held regarding an Office of Aging service provider.

Marty Smith mentioned that between 8,000-10,000 honeybees were removed from the courthouse on Saturday by a professional bee keeper.

**Approval of Minutes:** Commissioner Rudy made a motion to approve the minutes of May 23, 2016. Commissioner Benner seconded the motion. Motion carried.

Based on the recommendation of the Cumberland/Perry Mh/IDD Board, Commissioner Naylor made a motion to approve the following Agreements for 2015-2016:

- Harrisburg Home Health Holding LLC Contract # ID15-0165 New \$24,490 IDD services
- Keystone Service Systems, Inc. Contract # ID15-0013 Increase IDD services
- Sovia Therapy LLC Contract # E115-0076 \$255,916 Increase IDD Services
- Danville State Hospital Renewal MH Services
- Perry County Transportation Authority MH15-0017 Increase MH Services

Commissioner Rudy seconded the motion. Motion carried.

Based on the recommendation of the Cumberland/Perry Drug & Alcohol Commission, Commissioner Naylor made a motion to approve the following rate increases for 2016-2017 Agreements for methadone treatment:

- Center for Behavioral Health HA, Inc. D/B/A House-\$105 per week
- Discovery House CC, Inc.- \$105 per week
- Agreement with inpatient hospital and non- hospital based fee for service D&A treatment providers

Commissioner Rudy seconded the motion. Motion carried.

Commissioner Rudy made a motion to approve Change Order#5 for East Coast Contracting in the amount of \$929.60 for the Courthouse Security renovations project. This additional cost was to alter the existing down spouts and add edge metal per new roof detail. Commissioner Naylor seconded the motion. Motion carried.

Commissioner Naylor made a motion to approve the 2016 Bridge Maintenance Agreement with Pennoni Associates Inc. for engineering services to complete the design, specifications and contract documents, perform services during construction and update the Bridge Docket for 2016 bridge maintenance repairs in the amount of \$ 37,500 for 2016 repairs.

Commissioner Naylor made a motion to approve the Grant of Right Of Way for PPL to relocate their transmitter pole on Mountain Road on Buffalo Mountain to allow for the installation of a new communication tower. Commissioner Rudy seconded the motion. Motion carried.

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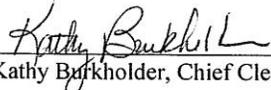
**Employee Status:**

Commissioner Rudy made a motion to accept the letter the resignation for Jessica McNaughton, Office of Aging effective June 10, 2016. Commissioner Benner seconded the motion. Motion carried.

**Solicitors Report:** Nothing that required action.

**Open forum for the Press:** Questions were asked regarding awarding the bid for the reconstruction of the Dellville Bridge. The commissioners are waiting on confirmation from the insurance carrier regarding costs before awarding the bid.

Commissioner Rudy made a motion to adjourn at 10:15 a.m. Commissioner Naylor seconded the motion. Motion carried.

  
\_\_\_\_\_  
Kathy Burkholder, Chief Clerk

  
\_\_\_\_\_  
Stephen C. Naylor, Secretary

# PERRY COUNTY HUMAN SERVICES PLAN 2016-2017

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## COMMISSIONERS GENERAL SESSION June 27, 2016

### Present at the meeting were

#### Commissioners:

Brenda K. Benner-Chairman  
Paul L. Rudy Jr-Vice-Chairman  
Stephen C. Naylor-Secretary  
Kathy Burkholder- Chief Clerk  
William R. Bunt – Solicitor

**Present from the Press:** Jim Ryan, Perry County Times

**Present from the Public:** Harva Owings- Baughman, Frank Campbell, Jason Finnerty, Rich Fultz, Dave McCluskey, Allen Metzger, Carl Nace, Stacey Nybeck, Phil Robbins, Jim Scott, Marty Smith

Commissioner Benner opened the meeting at 10:00 AM on June 27, 2016 with the Pledge to the Flag and a moment of silence. Commissioner Benner noted the meeting was being recorded.

**Public Comment:** none.

**Approval of Minutes:** Commissioner Rudy made a motion to approve the minutes of June 20, 2016. Commissioner Naylor seconded the motion. Motion carried.

Commissioner Naylor made a motion to approve the warrant list in the amount of \$168,616.05 for the week of June 27, 2016. Commissioner Rudy seconded the motion. Motion carried.

Commissioner Naylor made a motion to approve Tri-County Regional Planning Commissioner to remove section Article VI. -Voting A, which states a quorum of the Regional Planning Commissioner shall exist of ten (10) members, provided there is at least one (1) member from each participating county. Commissioner Rudy seconded the motion. Motion carried.

Commissioner Rudy made a motion to approve the submission of an Application to the PA Commission on Crime & Delinquency for a Justice Assistance Grant in the amount of \$150,000.00 for the upgrade of the radio project to cover mobile radios for the local law enforcement officers operating within the County. This includes the Police Departments, Sheriff's Deputies, Coroner and Probation and Parole officers. The County is updating from the end of a life low band radio system to a digital P25 VHF radio system as well as some of the remote tower site radio equipment. Commissioner Naylor seconded the motion. Motion carried.

Commissioner Rudy made a motion to approve the Proposal for Fultz Excavating in the amount of \$17,000.00 for the expansion of the Food Bank parking lot to be completed with 60 days of the executed proposal. Commissioner Naylor seconded the motion. Motion carried.

Commissioner Naylor made a motion to approve the HealthChoices renewal contract with the Capital Area Behavioral Health Collaborative, the non-profit that our five counties established to provide administrative oversight and risk for our regional behavioral health program. This new agreement extends the contract for another three years to match the contract with the PA Department of Human Services. Commissioner Rudy seconded the motion. Motion carried.

Commissioner Naylor made a motion to approve the Agreement between The Perry County Board of Commissioners and Pennoni Associates, Inc. for Professional Engineering Review Services to the Perry County Planning Commission on an as-needed basis. Commissioner Rudy seconded the motion. Motion carried.

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Commissioner Rudy made a motion to approve HSDF Funding in the amount of \$50,000 for 2016-2017 to the following agencies:

Perry County Family Center- \$10,000  
Cumberland/Perry Drug & Alcohol Commission-\$7,500  
Perry Human Services-\$18,900  
Perry County Food Bank-6,100  
Cumberland/Perry Mh/IDD-\$4,500  
P.C.T.A.-\$3,000

Commissioner Naylor seconded the motion. Motion carried.

Commissioner Naylor made a motion to move that the bid for rehabilitation of Bridge No. 3 (Dellville Bridge) be awarded to Lycoming Supply, Inc. for the sum of \$862,247.50. This motion is made under and subject to the condition that funding for the project will be provided by insurance proceeds as per the letter of Patty Ensminger of the CCAP Insurance Programs dated June 23, 2016 except as noted therein. Pursuant to paragraph 16 of the General Conditions for the bid specifications, the County reserves the right not to proceed to have items 39, 44 and 45 completed by Lycoming Supply, Inc. unless private donations are received for the same. It is expressly made a condition of this motion that said bridge rehabilitation will be paid for only by insurance funds and private donations. Commissioner Rudy seconded the motion. Motion carried.

Commissioner Naylor made a motion to do a roll call vote to Adopt Resolution 2016-11 for the Perry County Transportation Authority to join with the Central Pennsylvania Transportation Authority. Commissioner Rudy seconded the motion. Motion carried.

Commissioner Benner voted yes, Commissioner Rudy voted Yes, Commissioner Naylor voted yes, all agreed. Motion carried. The Transportation Authority will vote to adopt a similar Resolution at their scheduled board meeting in July with an anticipated date of October 3, 2016.

Commissioner Naylor made a motion to approve the Proposal for Tyco-SimplexGrinnell Alarm & Detection in the amount of \$800.00 annually for the Veterans and Rhinesmith Buildings. The Central Station will notify the fire department and 9-1-1 when an alarm or trouble signal is received. Also \$660.00 was approved for a one time cost for a Silent Knight Dialer to be installed. Commissioner Rudy seconded the motion. Motion carried.

**Employee Status:** Commissioner Naylor made a motion to approve the hiring of Denielle Urich, Clerk, MDJ Duncannon at \$11.16 hourly rate, effective June 28, 2016. Commissioner Rudy seconded the motion. Motion carried.

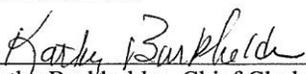
Commissioner Naylor made a motion to approve the hiring of Kendra Holley, p/t cook at \$12.01 hourly rate, effective June 28, 2016. Commissioner Rudy seconded the motion. Motion carried.

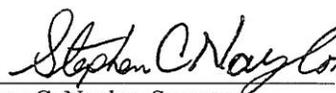
Commissioner Naylor made a motion to accept the letter of retirement for John Fleisher, Sgt. Prison, effective July 23, 2016. Commissioner Rudy seconded the motion. Motion carried.

**Solicitors Report:** Nothing that required action.

**Public Comment:** Jim Scott, VA Director, noted the Veterans Day Parade will take place on November 5, 2016 in Millerstown. The County VFW's are organizing the parade.

Commissioner Naylor made a motion to adjourn at 10:25 a.m. Commissioner Rudy seconded the motion. Motion carried.

  
Kathy Burkholder, Chief Clerk

  
Stephen C. Naylor, Secretary

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## III. Minimum Expenditure Level

This section is not applicable since Perry County is not a participant in the Human Services Block Grant Pilot Project.

## IV. HUMAN SERVICES NARRATIVE

### A. Cumberland/Perry Mental Health & Intellectual & Developmental Disabilities (C/P MH.IDD)

As a joinder with Cumberland County, please refer to the Cumberland County plan for information in this section.

We are in agreement with the Cumberland County plan. (HSDF \$4500 – IDD - Community Based Services)

### B. Homeless Assistance Program (HAP)

**Bridge Housing:** Not provided with HSDF Non Block Grant Funds. Bridge (Transitional) Housing in Perry County is provided by Perry Housing Partnership which utilizes other funding sources for its transitional housing.

**Case Management:** Case Management is provided by Perry Human Services (PHS) to clients seeking help who are homeless or at risk of being homeless. Beginning with the intake process, case management provides a series of coordinated activities to assist individuals and families to prevent the reoccurrence of homelessness. The level and extent of case management varies with each client and continues through discharge. Case management also includes follow-up with clients who have been discharged. The case manager attempts a two month follow-up with clients who completed an intake but were not eligible for a rental assistance grant. For clients receiving a rental assistance grant, the case manager contacts the client's landlord or client for a six month follow-up to assess whether the individual/family continues housing stabilization.

PHS Case Manager works with the clients on budgeting. This can occur through individual budgeting sessions or through a group budgeting class. All clients requesting financial help with rent or security deposit are required to attend either individual or group budgeting sessions before being approved for a housing grant. This service has been very beneficial for our clients in providing instruction on financial management including use of credit cards and budgeting skills.

**Efficacy of Case Management:** During fiscal 2015-2016 sixty-six (66) housing intakes were completed to assess if individual/family would qualify for a rental assistance grant. During the previous year (2014-2015) eighty-one (81) housing intakes were completed. Because of the major delay in passing the 15-16 state budget, many people who called about housing assistance during July through December 2015 didn't schedule a housing intake to even begin the process. There was no HAP funds available and no anticipated date of when funds would be available. Consequently, number of intakes completed during 2015-2016 was much lower than intakes during 2014-2015.

Of the sixty-six intakes completed, thirty-one (31) clients qualified for a rental assistance grant. The remaining thirty-five clients who did not qualify at the time of intake were offered case management as well as referred to various other support and social services/programs as appropriate.

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A two-month follow-up phone contact was made by housing case manager to clients not qualifying for a rental assistance grant. For those 31 clients, 7 reported being stable, 5 still in their apartment but owed back rent, 3 in transitional housing, 3 living with family or friends, 3 still looking for other housing options, 4 had been evicted, 5 were left voice mail messages, but didn't return call and 5 were not able to be contacted (no phone).

There are no major changes in case management proposed for 2016-2017.

**Rental Assistance:** Rental Assistance provides payment for rents and/or security deposits to prevent and/or end homelessness or near homelessness for individuals/families who qualify for grants.

Perry Human Services defines "resident" as an individual or family who has been living in the county for a minimum of six months. The length of time a client will remain in the program will depend on immediate needs and client participation in the development and follow-through of a case plan to resolve identified issues leading to housing problems. The plan, goals, support services and client action steps are developed with the client. The outcome is for client to achieve housing stabilization.

Requests for rental assistance are made to Perry Human Services to avoid duplication of services and to provide more comprehensive planning. PHS case manager works closely with local agencies to centralize the process for emergency shelter and housing assistance to Perry County residents.

Community service agencies that PHS case manager collaborates with for clients includes but is not limited to Perry County Assistance Office, Rental Assistance Office, Perry Housing Partnership, Social Security Administration, County Mental Health/Intellectual Developmental Disabilities programs, Join Hands and other social services agencies offering supportive services. Since clients are referred by agencies and landlords to Perry Human Services, it is important to maintain ongoing communication within this network.

As previously discussed above in the Case Management section, rental assistance clients are required to participate in either individual or group budgeting sessions in order to receive a rental assistance grant. Case manager also conducts a two month follow-up contact for rental assistance clients not receiving a grant and a six month follow-up for clients who receive a grant.

Verification of need occurs at the intake process. Client income eligibility will be at or below 200% of the poverty guidelines. The maximum amount a client may receive will be \$1000 for adult households or \$1500 for families with children within a 24-month period. PHS also puts a maximum cap of \$750.00 within a 12 month period for any individual or family. Client financial participation is encouraged and each client will be individually assessed as to his/her ability to assist with the financial obligations towards security deposit or rent. Any assistance from a public source to assist the client with rent or security deposit will be included. Rental Assistance funds will only be used for rent or security deposits. Checks will be disbursed directly to the landlord upon application approval. Repeat clients will be addressed and reviewed on an individual basis by the case manager and Executive Director. Approval for partial or maximum assistance will then be at the discretion of the Executive Director. Section 8 and subsidized housing clients may be served if they complete and meet the application requirements and have approval by the Executive Director. The intake process includes verification of eviction and documentation that shows the landlord's willingness to continue to rent to the client while the HAP application is being processed.

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Efficacy of Rental Assistance: Thirty-one (31) clients qualified for a rental assistance grant during 2015-2016. The first grants were paid out to the landlords in late January 2016 due to the lack of a state budget and no funds being released during the first six months of 2015-2016.

Housing case manager conducts a six month follow-up with clients receiving rental assistance grants. To date 15 follow-ups have been completed; 10 clients reported being stable and 5 reported owing back rent. Remainder of six month follow-ups for 2015-2016 will be completed October through December 2016.

There are no changes proposed for rental assistance in 2016-2017.

**Emergency Shelter:** This service assists individuals and families who are homeless and in immediate need of emergency housing. Perry County does not have a permanent emergency shelter. The Emergency Shelter Program (ESP) allows Perry Human Services to cover the cost of a room at a local motel for homeless individuals and families for a limited amount of nights.

Because HAP funds have been reduced significantly over the past several years, ESP funds have also been reduced significantly and are very limited. All clients requesting emergency shelter are screened as to their immediate need and whether other emergency living arrangements are available. Emergency Shelter is limited to no more than 7 consecutive days.

Individuals with income are expected to pay as much of the cost as possible. Those who are without resources are assisted in acquiring increased financial stability. PHS may work with these individuals with the long range goal of permanent housing and a stable environment. Emergency shelter clients may be referred to the Perry Housing Partnership for Transitional Housing and/or other shelters outside the county.

Efficacy of Emergency Shelter: Twenty-nine emergency screenings (phone contacts or walk-ins) were completed. Six clients (total of 8 people) were given nights of emergency shelter at a local motel. Most of persons calling about emergency shelter were assisted in brain storming other housing options with family/friends and/or given shelter numbers outside Perry County. Several were referred to Perry Housing Partnership for transitional housing.

There are no changes proposed for 2016-2017.

**Other Housing Supports:** No Other Housing Supports are provided through HSDF Non Block Grant funds.

There is limited Transitional Housing available which is provided through Perry Housing Partnership. HSDF Non Block Grant Funds are not used in this program.

*Describe the current status of the county's HMIS implementation.*

Perry Human Services (PHS) HAP case manager has been trained in HMIS, but agency is not currently using HMIS as part of its data collection. PHS continues to utilize agency's own data collection system.

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## C. Children & Youth Services

\*Please refer to the Special Grants plan in the Needs Based Plan and Budget for Fiscal Year 2015-2016 as we are a Non Block Grant County.\*

## D. Cumberland/Perry Drug & Alcohol Services

As a joinder with Cumberland County, please refer to the Cumberland County plan for information in this section.

We are in agreement with the Cumberland County plan. (HSDF - \$7500 - Outpatient Treatment for Heroin Use)

## E. Human Services Development Fund (HSDF)

### Perry County HSDF Planning Process

A Public Hearing is advertised by the County in the three local papers for the period of July 1, 2016 to June 30, 2017. Proposals are accepted from Human Service agencies until June 24, 2016. The Commissioners review these special services during a public meeting to determine what services benefit their citizens of the County most. The Commissioners then award the providers with allotted funds from the Department of Human Services (DHS). No expenditures are made by the County for administration in order to distribute all the funding to the agencies.

Monthly checks received from DHS are deposited in an interest bearing County account by the Fiscal Office. Local agencies submit monthly invoices to the County showing individual clients and the service that was provided. Year to date reports of expenditures and clients served are submitted to DHS by the Fiscal Office and the Commissioners' Office after review by the Commissioners. Audits are performed annually by the County Auditors and by RKL, Inc. auditing firm, P.C.

Perry County Transportation Authority (PCTA) is an actual part of the County and is under the control of the County Commissioners. Perry Human Services is a local agency that manages its own funding and personnel. The County provides additional funding with HSDF funds. The Perry County Family Center was implemented in 1992 through a collaborative effort of the West Perry School District, Capital Area Head Start and local community agencies reaching more than 200 families yearly in the County. Cumberland/Perry Drug & Alcohol and Mental Health/Intellectual and Developmental Disabilities Offices serve Perry and Cumberland Counties. The Perry County Food Bank is located in a County Building and serves over 800 families who are below the poverty income level.

### **Adult Services:**

#### Program Name: **Perry Human Services (PHS) Adult Services**

Description of Services: PHS Adult Services Program utilizes HSDF funds for Case Management. Case Management assists HSDF eligible individuals in identifying areas of need and then developing and implementing service plans to meet those needs. Case Management can include a wide range of activities. The initial step is the intake session which includes a thorough exploration of the service needs of the individual and discussions with the

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client of the available and acceptable service options. Once the extent of need is determined, a service plan is prepared in cooperation with and in agreement with the client. What follows is the involvement of the case manager to assure the prompt arrangement of services using those providers acceptable to the client, and then continue to network with all providers serving the client. This often requires personal advocacy for the client to ensure the satisfactory delivery of service and monitoring the continuity and continued appropriateness of the services.

- **Representative Payee Services Case Management**

One very specific type of case management under Perry Human Services Adult Services Program is the Representative Payee Service. This service is provided to individuals who cannot effectively manage their own financial obligations. Reasons for this need may include mental and physical disadvantages as well as lack of skill and education. Perry Human Services addresses this need through a case management model. This includes developing a workable budget and budget counseling, agency networking to provide all available services, applications for financial assistance where needed and establishing and managing bank accounts. Representative Payee Services can also include other general case management. The service provides accountability to the Social Security Administration and the Perry County Board of Assistance for the use of these monies. Case Management includes re-determination to insure revenues and services continue without interruption. Types of clients receiving Representative Payee Services include adults with IDD living independently and those individuals unable to financially manage their households resulting in a debtor situation.

Many of our Representative Payee clients have been with Perry Human Services for many years.

Service Category: Case Management

Planned Expenditures: \$18,900

### **Aging Services:**

Program Name: **Perry County Transportation Authority**

Description of Services: HSDF provides funding through Perry County Transportation Authority for providing transportation for individual in need of Aging Services. Each client is screened to determine eligibility for this funding. If found appropriate, the client is registered for transportation services covered under the HSDF program. This enables the client to have transportation to necessary social services, and to be referred to other agencies for further assistance. Last year's funding provided 225 trips to eligible Perry County citizens. Without this program they would have no other funding stream to cover the trip costs to access services.

Service Category: Transportation

Planned Expenditures: \$3,052

### **Specialized Services:**

HSDF funds are utilized to provide specialized services through the Perry County Family Center and Perry County Food Bank.

Program Name: **The Perry County Family Center**

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Description of Services: Implemented in 1992 through a collaborative effort of the West Perry School District, Capital Area Head Start and local community agencies, this agency provides supportive services such as in-home visitation and parent training and reaches more than 200 families yearly in the County.

Planned Expenditures: \$10,000

**Program Name: The Perry County Food Bank**

Description of Services: Located at 300 A South Carlisle St, New Bloomfield 17068, this emergency food pantry offers to help supplement the food budget of qualified Perry County households that fall under the Federal poverty guidelines. HSDf allows for case management services for families through these funds. The Emergency Food Assistance Program is operated in accordance with the United States Department of Agriculture (USDA) policy, which prohibits discrimination on the basis of race, color, national origin, sex, age or disability. The total household income is based on 150% of poverty and applies to household size, understanding they must be at, or below, the income level to be eligible for program benefits.

Planned Expenditures: \$6,048

**Interagency Coordination:** HSDf is not utilized for interagency coordination.

**OTHER HSDf Expenditures – Non-Block Grant Counties Only**

HSDf funds are utilized in providing services through Cumberland/Perry MH.IDD Office (\$4500) and Cumberland/Perry Drug & Alcohol Commission (\$7500).

\$4500 of HSDf monies are allocated for non-emergency transportation of Perry County residents to IDD Community Based Services that include vocational community employment programs, sheltered workshop, competitive employment. Approximately 20 residents will be supported with this funding.

The Perry County Commissioners have allocated \$7,500 in HSDf monies to provide supplemental funding for drug and alcohol treatment services for Perry County residents. These funds will be earmarked for outpatient treatment services. It is estimated that an additional 15 residents from Perry County will be able to access outpatient substance abuse treatment as a result of this funding.

**OTHER HSDf**

Category	Cost Center Utilized	Estimated Individuals	Planned HSDf Expenditures
Mental Health	-	-	-
Intellectual Disabilities	Community Based Services	20	\$4500
Homeless Assistance	-	-	-

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Drug and Alcohol	Outpatient/IOP	15	\$7500
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## APPENDIX C: BUDGET

APPENDIX C-2 : NON BLOCK GRANT COUNTIES HUMAN SERVICES PROPOSED BUDGET AND INDIVIDUALS TO BE SERVED					
County: <i>Perry</i>	1. ESTIMATED INDIVIDUALS SERVED	2. DHS ALLOCATION (STATE & FEDERAL)	3. PLANNED EXPENDITURES (STATE & FEDERAL)	4. COUNTY MATCH	5. OTHER PLANNED EXPENDITURES
<b>MENTAL HEALTH SERVICES</b> JOINDER - SEE CUMBERLAND COUNTY PLAN/BUDGET					
<b>INTELLECTUAL DISABILITIES SERVICE</b> JOINDER - SEE CUMBERLAND COUNTY PLAN/BUDGET					
<b>HOMELESS ASSISTANCE SERVICES</b>					
Bridge Housing					
Case Management	190		25,500		
Rental Assistance	65		20,937		
Emergency Shelter	10		500		
Other Housing Supports					
Administration					
<b>TOTAL HAP SERVICES</b>	265	46,937	46,937		0
<b>DRUG AND ALCOHOL SERVICES</b> JOINDER - SEE CUMBERLAND COUNTY PLAN/BUDGET					
<b>HUMAN SERVICES DEVELOPMENT FUND</b>					
Adult Services	170		18,900		
Aging Services	10		3,052		
Children and Youth Services					
Generic Services					
*Other Services	35		12,000		
Specialized Services	485		16,048		
Interagency Coordination					
Administration					
<b>TOTAL HUMAN SERVICES DEVELOPMENT FUND</b>	700	50,000	50,000		0
<i>Note any movement of HSDF funds &amp; include: where moved, estimate number of individuals &amp; expenditures.</i>					
<b>GRAND TOTAL</b>	965	96,937	96,937		0

\*Other Services - this HSDF funding is allocated by Perry County Commissioners annually. This year, Perry County Commissioners allocated this funding to Cumberland/Perry MH.IDD and Cumberland/Perry Drug & Alcohol Commission for services provided to Perry County residents.