

Plan and Budget Required Documents Checklist

FY 2023-2024

County/City: San Bernardino County

Fiscal Year: 2023-24

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County/City: San Bernardino County

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G..	Other Forms	-
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9.	Management of Equipment Purchased with State Funds	-
	1. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)	N/A
	2. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)	-
	3. Property Survey Report Form (STD 152)	N/A

Agency Information Sheet

County/City: San Bernardino

Fiscal Year: 2023-2024

Official Agency

Name:	Dept of Public Health	Address:	351 N Mountain View Avenue
Health Officer	Michael Sequeira, MD		San Bernardino, CA 92415-0010

SCD Director (if applicable)

Name:	N/A	Address:	
Phone:			
Fax:		E-Mail:	

CCS Administrator

Name:	Jennifer St.Antoine	Address:	150 E Holt Blvd, 3 rd Floor
Phone:	909 458-1632		Ontario, CA 91761
Fax:	909 986-2970	E-Mail:	jstantoine@dph.sbcounty.gov

CHDP Director

Name:	Michael Sequeira, MD	Address:	351 N Mountain View Avenue
Phone:	909 387-6217		San Bernardino, CA 92415-0010
Fax:	909 387-6228	E-Mail:	Erin.gustafson@dph.sbcounty.gov

Acting CHDP Deputy Director

Name:	Ascunsion Williams	Address:	606 E Mill Street
Phone:	909 383-3024		San Bernardino, CA 92415-0011
Fax:	909 388-0111	E-Mail:	AWilliams@dph.sbcounty.gov

Clerk of the Board of Supervisors

Name:	Lynna Monell	Address:	385 N Arrowhead Ave, 2 nd Floor
Phone:	909 387-3841		San Bernardino, CA 92415-0130
Fax:	909 387-4554	E-Mail:	lmonell@cob.sbcounty.gov

Director of Social Services Agency

Name:	Gilbert Ramos		860 E Brier Drive
Phone:	909 386-9708		San Bernardino, CA 92415-0520
Fax:	909 388-0233	E-Mail:	GRamos@hss.sbcounty.gov

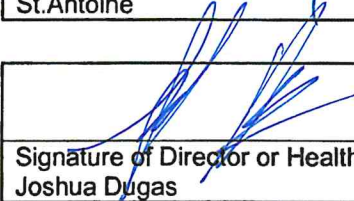
Chief Probation Officer

Name:	Michelle Scray Brown		175 W Fifth Street, 4 th Floor
Phone:	909 386-1810		San Bernardino, CA 92415-0460
Fax:	909 387-5600	E-Mail:	Michelle.Brown@prob.sbcounty.gov

Certification Statement - California Children's Services (CCS)**County/City:** San Bernardino County**Fiscal Year:** 2023-2024

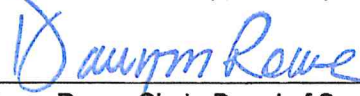
I certify that the CCS Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 5, (commencing with Section 123800) and Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000-14200), and any applicable rules or regulations promulgated by DHCS pursuant to this article and these Chapters. I further certify that this CCS Program will comply with the Integrated Systems of Care Division Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CCS Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.) and recipients of funds allotted to states for the Maternal and Child Health Services Block Grant pursuant to Title V of the Social Security Act (42 U.S.C. Section 701 et seq.). I further agree that this CCS Program may be subject to all sanctions or other remedies applicable if this CCS Program violates any of the above laws, regulations and policies with which it has certified it will comply.

 1/3/2024
Signature of Acting CCS Administrator, Jennifer St. Antoine Date Signed

 1-11-24
Signature of Director or Health Officer, Joshua Dugas Date Signed

Signature and Title of Other – Optional Date Signed

I certify that this plan has been approved by the local governing body.

 FEB 27 2024
Signature of Dawn Rowe, Chair, Board of Supervisors Date

Incumbent List - California Children's Services

For FY 2023-24, complete the table below for all personnel listed in the CCS budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should not be over 100 percent.

Specify whether job duty statements or civil service classification statements have been revised or changed. Only submit job duty statements and civil service classification statements that are new or have been revised. This includes (1) changes in job duties or activities, (2) changes in percentage of time spent for each activity, and (3) changes in percentage of time spent for enhanced and non-enhanced job duties or activities.

County/City: <u>San Bernardino County</u>		Fiscal Year: <u>2023-24</u>		
Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
PROGRAM ADMINISTRATION				
PH Program Manager	VACANT	100	No	No
PH Program Coordinator	Jennifer St.Antoine	100	No	No
Program Specialist	Kennedy Parker-Tucker	100	No	No
Admin Assistant	Felisa Prodigalidad	100	No	No
CCS Physician Consultant 2	Neveen Tadros	50	No	No
CCS Physician Consultant 1	Xie Yan	50	No	No
Supervising Public Health Nurse	Bethany Armijo	50	No	No
Supervising Public Health Nurse	Maria Ignacio	50	No	No
Supervising Public Health Nurse	Tonya Reed	50	No	No
Business Systems Analyst 2	Rabi Nagoulat	100	No	No
Automated Systems Analyst 1	Ramon Reyes	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
MEDICAL CASE MANAGEMENT				
CCS Physician Consultant 2	Neveen Tadros	50	No	No
CCS Physician Consultant 1	Xie Yan	50	No	No
Sup Pediatric Rehab Therapist 2	Steve Danlag	20	No	No
Medical Therapy Specialist	Manal Kassab	100	No	No
Medical Therapy Specialist	Michael Zidek	100	No	No
Supervising Public Health Nurse	Bethany Armijo	50	No	No
Supervising Public Health Nurse	Maria Ignacio	50	No	No
Supervising Public Health Nurse	Tonya Reed	50	No	No
Public Health Nurse 2	Adedoyin Adesina	100	No	No
Public Health Nurse 2	Vialed Areizaga Lis	100	No	No
Public Health Nurse 2	Jessica Bentacu	100	No	No
Public Health Nurse 2	Ruby Bentley	100	No	No
Public Health Nurse 2	Jasmine Carmona	100	No	No
Public Health Nurse 2	James Colglazier II	100	No	No
Public Health Nurse 2	Michelle Do	100	No	No
Public Health Nurse 2	Ana Frescas	100	No	No
Public Health Nurse 2	Michelle Gonzales	100	No	No
Public Health Nurse 2	Crystal Greene	100	No	No
Public Health Nurse 2	Donna Helm	100	No	No
Public Health Nurse 2	Julieann Lardizabal	100	No	No
Public Health Nurse 2	Holly Ly	100	No	No
Public Health Nurse 2	Diane Mejia	100	No	No
Public Health Nurse 2	Melanie Murray	100	No	No
Public Health Nurse 2	Ha Nguyen	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Public Health Nurse 2	Veronica Perez	100	No	No
Public Health Nurse 2	Rizzamarie Pica	100	No	No
Public Health Nurse 2	Rosemary Puente	100	No	No
Public Health Nurse 2	Yvonne Ross	100	No	No
Public Health Nurse 2	Jenett Rubi	100	No	No
Public Health Nurse 2	Marikatharine Szpyrka	100	No	No
Public Health Nurse 2	Thuy Vo	100	No	No
Public Health Nurse 2	Pornmany Vongvanith	100	No	No
Public Health Nurse 2	Kelly Webb	100	No	No
Public Health Nurse 2	Chika Yamazaki	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
OTHER HEALTH CARE PROFESSIONALS				
Sup Social Svc Practitioner	Yvonne Quatman	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Social Svc Practitioner	Cittaly Arana	100	No	No
Social Svc Practitioner	Christian Galvez	100	No	No
Social Svc Practitioner	Irma Murillo	100	No	No
Social Svc Practitioner	Sandra Reliford	100	No	No
Social Svc Practitioner	Katrina Stagliano	100	No	No
Social Svc Practitioner	VACANT	100	No	No
ANCILLARY SUPPORT				
Supervising Office Specialist	Kerri Gonzalez	100	No	No
Supervising Office Specialist	Natasha Jones	100	No	No
Supervising Office Specialist	Monica Ontaneda	100	No	No
Office Specialist	Misty Bradley	100	No	No
Office Specialist	Valerie Cabral	100	No	No
Office Specialist	Jack Dauer	100	No	No
Office Specialist	Krystal Dumas	100	No	No
Office Specialist	Lourdes Garcia	100	No	No
Office Specialist	Antoinette Hernandez	100	No	No
Office Specialist	Maria Hernandez	100	No	No
Office Specialist	Frances Hidalgo	100	No	No
Office Specialist	Laura Juarez	100	No	No
Office Specialist	Valarie Lee	100	No	No
Office Specialist	Monica Macias-Marin	100	No	No
Office Specialist	Shanette Manuel	100	No	No
Office Specialist	Claudia Melendez	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Office Specialist	Joyce Osler	100	No	No
Office Specialist	Jael Osuna	100	No	No
Office Specialist	Dana Owenssidbury	100	No	No
Office Specialist	Henry Reyna	100	No	No
Office Specialist	LoriAnn Robinson	100	No	No
Office Specialist	Andrea Soto	100	No	No
Office Specialist	Rhonda Strange	100	No	No
Office Specialist	Kimberley Tonk	100	No	No
Office Specialist	Tara Young	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
CLERICAL AND CLAIMS SUPPORT				
Supervising Office Assistant	FeLicia Clark	100	No	No
Supervising Office Assistant	Yvonne Hernandez	100	No	No
Accountant	Mayra Gómez	100	No	No
Accounting Technician	VACANT	100	Yes	Yes
Fiscal Specialist	Regina Adame	100	No	No
Fiscal Specialist	VACANT	100	No	No



COUNTY OF SAN BERNARDINO
Established Date: Aug 31, 1987
Revision Date: Jan 3, 2008

Accounting Technician

Class Code:
01046

Bargaining Unit: Technical and
Inspection

SALARY RANGE

\$21.67 - \$29.84 Hourly
\$1,733.60 - \$2,387.20 Biweekly
\$3,756.13 - \$5,172.27 Monthly
\$45,073.60 - \$62,067.20 Annually

DEFINITION:

Under direction, performs difficult and responsible sub professional accounting work in the maintenance of financial, statistical, and fiscal records; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Accounting Technicians typically are assigned full responsibility for a specialized accounting operation which requires a thorough understanding of an established accounting system, substantial subject matter knowledge, and the ability to apply basic accounting principles to a variety of transactions. They may supervise a small clerical unit performing a wide variety of fiscal duties.

Accounting Technician is distinguished from Accountant I in that the duties of the former are based on an understanding of fundamental accounting principles necessary to maintain a system, while the latter performs professional accounting requiring a broad theoretical knowledge of accounting principles and practices applicable to a variety of situations and programs, with the focus on analysis, evaluation and interpretation of financial statements.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Maintains, or supervises the maintenance of, a manual or automated system requiring the application of double entry and accrual accounting principles.

2. Compiles narrative and statistical statements and reports by locating sources of information, devising forms to secure data and determining the format of the finished product; formats computer reports and spreadsheets.

3. Establishes, revises and maintains statistical, bookkeeping and accounting control records; classifies transactions that could be entered in several different kinds of accounts; establishes and posts to general and subsidiary ledgers.

4. Prepares trial balances, closes and balances accounts, reconciles bank statements, reconciles funds and appropriations analysis ledger to cost center ledger; makes adjusting and reversing entries for an entire department or several specialized and complicated accounts within a department.

5. Prepares calculations and reports for budgets and claims from a variety of data, accounting records, and computer products; prepares regular reports of revenues and expenditures for management.

6. Prepares or supervises preparation of claims for services to other departments or jurisdictions; distributes costs to own or other departments' programs; distributes revenues to correct cost centers.

7. Audits claims, invoices and other financial transactions for accuracy, legality, and compliance.

8. Authorizes expenditures, transfers, and refunds.

9. Provides the Auditor Controller/Treasurer/Tax Collector's Office with information necessary for the setting of rates, preparation of claims and closing statements, and encumbrance of funds.

10. Maintains and adjusts inventory records.

11. Provides vacation and temporary relief as required.

nrp/08-31-87

rev.: jkr/05-05-97

REPRESENTATION UNIT:

Technical & Inspection

SALARY RANGE:

40

MINIMUM REQUIREMENTS:

EXPERIENCE: Two (2) years of full-time experience where the **primary** responsibility is performing accounting duties and fiscal clerical work in support of accounting functions. *Note: Cash handling for retail sales/food service is NOT considered qualifying.*

--AND--

EDUCATION: Eight (8) semester (12 quarter) units of completed college accounting coursework. *Accounting coursework **MUST** be listed in the coursework section of the Supplemental Questionnaire.*

SUBSTITUTION: One (1) additional year of qualifying experience as noted above may substitute for the educational requirement.

San Bernardino County Public Health
California Children's Services
Accountant Technician
(Job Duty Description)

The main function of the Accounting Technician position is to assist in monitoring the CCS budgets. This includes performing complex accounting duties and assisting with maintaining the accounting policies and practices for the CCS Program, often by liaising with Public Health FAS unit. The following are the duties expected for the Accounting Technician.

- ❖ Works with fiscal and budgetary data to assist in preparing budgets and monthly Year End Projections
 - Will have understanding of the budgetary and projection process for CCS.
 - Uses SAP and Excel spreadsheets to create, maintain and use fiscal data.
 - Find information from that data to field questions in the absence of the Accountant.
 - Assist in obtaining information needed to develop county and state budgets.
- ❖ Assist with preparation of County and State budgetary documents
 - Review quarterly time studies for accuracy and enter data into time study reports. Provide in person time study training to new skilled professional staff in a classroom setting at least quarterly
 - Download, track and monitor the State MR940 reports
 - Monitor the high dollar CCS Clients medical and pharmaceutical expenditures
 - Data entry and reconciliation of labor reports
- ❖ Develops and maintains spreadsheets for the purpose of analyzing CCS budget line-item costs for accuracy and to use for projecting monthly year end estimates and budget preparation for both county and state budgets.
 - Research includes identifying who is billing CCS and for what purpose. Bringing concerns/problems to the Accountant to resolve. Identifying that changes in costs are identified and updated for future projections. Verifying the charges billed by other programs for items such as travel, vehicle charges, delivery charges, etc.
 - Resolve discrepancies.
 - Works with Other Public Health Programs and County Departments to acquire back up documents to verify charges billed to CCS and update projection spreadsheets monthly.
 - Ensures back-up is accessible in Laserfiche Fiscal files
 - Under direction of the CCS Accountant, assists in maintaining five-year projections
 - Prepares County Year End Estimates on a monthly basis.
- ❖ Audit Medi-Cal billing for the program.
 - Audit the physical and occupational therapy visits submitted to Medi-Cal by the fiscal specialists for any discrepancies and software issues.
 - Download the Medi-Cal Remittance Admittance Detail (RAD) reports for Medi-Cal revenue reconciliation.
- ❖ Provides leadership in special projects and participates in training new fiscal staff.



CCS Administrative Budget Summary

Fiscal Year:

2023-24

County:

San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLCP - Total Cases of Open (Active) OTLCP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Category/Line Item	Column					
	Col 1 = Col 2+3+4	Straight CCS	OTLCP	Medi-Cal (non-OTLCP)	Medi-Cal (non-OTLCP) (Column 4 = Columns 5 + 6)	
	1	2	3	4	5	6
	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLCP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Total Personnel Expense	11,541,327	306,712	1,344,566	9,890,071	3,242,664	6,647,407
II. Total Operating Expense	2,254,051	59,904	262,597	1,931,551	0	1,931,551
III. Total Capital Expense	0	0	0	0	0	0
IV. Total Indirect Expense	1,555,868	41,348	181,259	1,333,262		1,333,262
V. Total Other Expense	15,000	399	1,748	12,854		12,854
Budget Grand Total	15,366,246	408,363	1,790,170	13,167,738	3,242,664	9,925,074

	Medi-Cal (non-OTLUCP) (Column 4 = Columns 5 + 6)					
Source of Funds	Col 1 = Col 2+3+4	Straight CCS	OTLUCP	Medi-Cal State/Federal (25775)		
Column	1	2	3	4	5	6
Total Budget		Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLUCP) County/State/Fed (17,5417,565)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal	Non-Enhanced Medi-Cal State/Federal (50/50)
Straight CCS						
State	204,181	204,181				
County	204,182	204,182				
OTLUCP						
State	313,280		313,280			
County	313,280		313,280			
Federal (Title XIX)	1,163,610		1,163,610			
Medi-Cal						
State	5,773,203			5,773,203	810,666	4,962,537
Federal (Title XIX)	7,394,535			7,394,535	2,431,998	4,962,537
	15,566,271	408,363	1,790,170	13,167,738	3,242,664	9,925,074



Mayra G3mez, Accountant
mayra.gomez@dph.sbcounty.gov

Prepared By (Signature)

Prepared By (Printed Name)

Email Address

CCS Administrator (Signature)

Jennifer St.Antoine, Program Coordinator
CCS Administrator (Printed Name)

Email Address
stantoine@dph.sbcounty.gov



CCS Administrative Budget Worksheet

Fiscal Year: 2023-24
County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLCP - Total Cases of Open (Active) OTLCP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Category/Line Item	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLCP)				Medi-Cal (Non-OTLCP)			
				4A	4	5A	5	5A	CaseLoad %	Medi-Cal State/Federal (50/50)	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE
I. Personnel Expense													
Program Administration													
1. VACANT, PH Program Manager	100.00%	130,624	130,624	2.66%	3,471	11.65%	15,218		85.69%	111,935			111,935
2. Jennifer St. Antoine, PH Program Coordinator	100.00%	111,332	111,332	2.66%	2,959	11.65%	12,970		85.69%	95,403			95,403
3. Kennedy Parker Tucker, Program Specialist	100.00%	81,113	81,113	2.66%	2,156	11.65%	9,450		85.69%	69,508			69,508
4. Felisa Prodigalidad, Admin Assistant	100.00%	61,472	61,472	2.66%	1,634	11.65%	7,161		85.69%	52,677			52,677
5. Neveen Tadros, CCS Physician Consultant 2	50.00%	208,896	104,448	2.66%	2,776	11.65%	12,168		85.69%	89,504			89,504
6. Yan Xie, CCS Physician Consultant 1	50.00%	166,803	83,402	2.66%	2,216	11.65%	9,716		85.69%	71,469			71,469
7. Bethany Armijo, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622			49,622
8. Maria Ignacio, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622			49,622
9. Tonya Reed, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622			49,622
10. Rabi Nagoulat, Business Systems Analyst 2	100.00%	93,607	93,607	2.66%	2,488	11.65%	10,905		85.69%	80,214			80,214
11. Ramon Reyes, Automated Systems Analyst	100.00%	73,612	73,612	2.66%	1,956	11.65%	8,576		85.69%	63,080			63,080
Subtotal		1,274,901	913,331		24,273		106,402			782,656			782,656
Medical Case Management													
1. Neveen Tadros, CCS Physician Consultant 2	50.00%	208,896	104,448	2.66%	2,776	11.65%	12,168		85.69%	89,504		28,212	61,292
2. Yan Xie, CCS Physician Consultant 1	50.00%	166,803	83,402	2.66%	2,216	11.65%	9,716		85.69%	71,469		22,527	48,942
3. Steve Danlag, Sup Pediatric Rehab Therapist 2	20.00%	127,366	25,473	2.66%	677	11.65%	2,968		85.69%	21,828		2,879	18,949
4. Manal Kassab, Medical Therapy Specialist	100.00%	120,222	120,222	2.66%	3,195	11.65%	14,006		85.69%	103,021		57,517	45,504
5. Michael Zidek, Medical Therapy Specialist	100.00%	120,222	120,222	2.66%	3,195	11.65%	14,006		85.69%	103,021		57,517	45,504
6. Bethany Armijo, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622		10,728	38,894
7. Maria Ignacio, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622		10,728	38,894
8. Tonya Reed, Supervising Public Health Nurse	50.00%	115,814	57,907	2.66%	1,539	11.65%	6,746		85.69%	49,622		10,728	38,894
9. Adeedoyin Adesina, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
10. Valed Areizaga Liser, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
11. Jessica Bentacu, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
12. Ruby Benitez, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
13. Jasmine Carmona, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
14. James Colglazier III, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
15. Michelle Do, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563
16. Ana Frescas, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569		85.69%	85,098		57,535	27,563



CCS Administrative Budget Worksheet

Fiscal Year: 2023-24
County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLCP - Total Cases of Open (Active) OTLCP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLCP)		Medi-Cal (Non-OTLCP)					
				4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLCP) Co/State/Fed (17.5/17.5/65)	Caseload % Medi-Cal State/Federal	Enhanced % FTE Medi-Cal State/Federal (25/75)	Non- Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)		
17. Michelle Gonzales, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
18. Crystal Greene, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
19. Donna Helm, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
20. Julieann Lardizabal, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
21. Holly Ly, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
22. Diane Mejia, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
23. Melanie Murray, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
24. Ha Nguyen, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
25. Veronica Perez, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
26. Rizzamarie Pica, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
27. Rosemary Puente, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
28. Yvonne Ross, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
29. Jenett Rubi, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
30. Marikathanne Szyrka, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
31. Thuy Vo, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
32. Pommanay Vongvanith, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
33. Kelly Webb, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
34. Chika Yamazaki, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
35. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
36. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
37. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
38. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
39. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
40. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
41. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
42. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
43. VACANT, Public Health Nurse 2	100.00%	99,306	99,306	2.66%	2,639	11.65%	11,569	85.69%	85,098	67.61%	57,535	32.39%	27,563
Subtotal		4,566,661	4,103,198		109,041		478,017		3,516,139		2,214,561		1,301,578
Other Health Care Professionals													
1. Yvonne Quatman, Sup Social Svc Practitioner	100.00%	91,125	91,125	2.66%	2,422	11.65%	10,616	85.69%	78,087	13.19%	10,300	86.81%	67,787
2. Cillaly Arana, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746



CCS Administrative Budget Worksheet

Fiscal Year: 2023-24
County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLCP - Total Cases of Open (Active) OTLCP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLCP)		Medi-Cal (Non-OTLCP)					
				4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLCP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
3. Christian Galvez, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746
4. Irma Munillo, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746
5. Sandra Reifford, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746
6. Katrina Stagliano, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746
7. VACANT, Social Svc Practitioner	100.00%	69,677	69,677	2.66%	1,852	11.65%	8,117	85.69%	59,708	56.88%	33,962	43.12%	25,746
Subtotal		509,187	509,187		13,534		59,318		436,335		214,072		222,263
Ancillary Support													
1. Kerri Gonzalez, Supervising Office Specialist	100.00%	68,800	68,800	2.66%	1,828	11.65%	8,015	85.69%	58,956			100.00%	58,956
2. Natasha Jones, Supervising Office Specialist	100.00%	68,800	68,800	2.66%	1,828	11.65%	8,015	85.69%	58,956			100.00%	58,956
3. Monica Orlaneda, Supervising Office Specialist	100.00%	68,800	68,800	2.66%	1,828	11.65%	8,015	85.69%	58,956			100.00%	58,956
4. Misty Bradley, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
5. Valerie Cabral, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
6. Jack Dauer, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
7. Kryal Dumas, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
8. Lourdes Garcia, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
9. Antonette Hernandez, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
10. Maria Hernandez, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
11. Frances Hidalgo, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
12. Laura Juarez, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
13. Valerie Lee, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
14. Monica Macias-Marín, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
15. Shanette Manuel, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
16. Claudia Melendez, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
17. Joyce Osler, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
18. Jael Osuna, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
19. Dana Owenssidbury, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
20. Henry Reyna, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
21. LoriAnn Robinson, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
22. Andrea Soto, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
23. Rhonda Strange, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143
24. Kimberley Tonk, Office Specialist	100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			100.00%	44,143



CCS Administrative Budget Worksheet

Fiscal Year: 2023-24

County: San Bernardino

CCS CASELOAD	
Actual Caseload	Percent of Total CCS Caseload
383	2.66%
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	
1679	11.65%
OTLCP - Total Cases of Open (Active) OTLCP Children	
12350	85.69%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	
14412	100%
TOTAL CCS CASELOAD	

Category/Line Item	Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLCP)		Medi-Cal (Non-OTLCP)					
					4A	4	5A	5	6A	6	7A	7	8A	8
					Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Program (OTLCP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non- Enhanced % FTE
25. Tara Young, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
26. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
27. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
28. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
29. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
30. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
31. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
32. VACANT, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143		44,143	44,143	
Subtotal			1,700,277	1,700,277		45,185		198,074		1,457,015			1,457,015	
Clerical and Claims Support														
1. Felicia Clark, Supervising Office Assistant		100.00%	61,824	61,824	2.66%	1,643	11.65%	7,203	85.69%	52,979			52,979	
2. Yvonne Hernandez, Supervising Office Assistant		100.00%	61,824	61,824	2.66%	1,643	11.65%	7,203	85.69%	52,979			52,979	
3. Mayra Gomez, Accountant		100.00%	78,466	78,466	2.66%	2,085	11.65%	9,141	85.69%	67,239			67,239	
4. VACANT, Accounting Technician		100.00%	63,692	63,692	2.66%	1,693	11.65%	7,420	85.69%	54,579			54,579	
5. Regina Garcia, Fiscal Specialist		100.00%	53,188	53,188	2.66%	1,413	11.65%	6,196	85.69%	45,578			45,578	
6. VACANT, Fiscal Specialist		100.00%	53,188	53,188	2.66%	1,413	11.65%	6,196	85.69%	45,578			45,578	
7. Jeanette Foss, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			44,143	
8. Santa Isabel Hermosillo, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			44,143	
9. Veronica Zavala Lopez, Office Specialist		100.00%	51,513	51,513	2.66%	1,369	11.65%	6,001	85.69%	44,143			44,143	
10. Heidi Bayer, Office Assistant 3		100.00%	49,312	49,312	2.66%	1,310	11.65%	5,745	85.69%	42,257			42,257	
11. Zahara Bourbon, Office Assistant 3		100.00%	49,312	49,312	2.66%	1,310	11.65%	5,745	85.69%	42,257			42,257	
12. Jeanette De Leon, Office Assistant 3		100.00%	49,312	49,312	2.66%	1,310	11.65%	5,745	85.69%	42,257			42,257	
13. Rachel Munoz-Esquivel, Office Assistant 3		100.00%	49,312	49,312	2.66%	1,310	11.65%	5,745	85.69%	42,257			42,257	
14. Silvia Alvarez, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
15. Ana Corpus, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
16. Chares Garmage, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
17. Nicole Lozano, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
18. Julia Macias, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
19. Auslyn Mendoza, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
20. Evelyn Mendoza, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	
21. La Porsha Newborn, Office Assistant 2		100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			33,807	



CCS Administrative Budget Worksheet

Fiscal Year: 2023-24

County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -		
Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLCP -		
Total Cases of Open (Active) OTLCP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (Non-OTLCP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Medi-Cal (Non-OTLCP)													
Straight CCS			Optional Targeted Low Income Children's Program (OTLCP)										
Column	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLCP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
22. Rocio Quintero, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
23. Daniela Ramos, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
24. Bernadette Thomas, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
25. Jessica Uribe, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
26. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
27. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
28. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
29. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
30. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
31. VACANT, Office Assistant 2	100.00%	39,451	39,451	2.66%	1,048	11.65%	4,596	85.69%	33,807			100.00%	33,807
Subtotal		1,434,087	1,434,087		38,101		167,070		1,228,915				1,228,915
Subtotal Salaries and Wages			8,660,080	2.66%	230,142	11.65%	1,008,901	85.69%	7,421,060	32.73%	2,428,633	67.27%	4,992,427
Salary Savings			(801,886)	2.66%	(21,310)	11.65%	(93,420)	85.69%	(687,158)	32.13%	(220,784)	67.87%	(466,374)
Total Salaries and Wages			7,858,192	2.66%	208,832	11.65%	915,480	85.69%	6,733,902	32.13%	2,207,849	67.87%	4,526,053
Staff Benefits (Specify %)	46.87%		3,683,135	2.66%	97,880	11.65%	429,086	85.69%	3,156,169		1,034,815		2,121,354
I. Total Personnel Expense			11,541,327	2.66%	306,712	11.65%	1,344,566	85.69%	9,890,071		3,242,664		6,647,407
II. Operating Expense													
1. Training			19,288	2.66%	513	11.65%	2,247	85.69%	16,528			100.00%	16,528
2. Travel			34,638	2.66%	921	11.65%	4,035	85.69%	29,682			100.00%	29,682
3. Communications			360,737	2.66%	9,587	11.65%	42,026	85.69%	309,124			100.00%	309,124
4. Office Supplies			46,192	2.66%	1,228	11.65%	5,381	85.69%	39,583			100.00%	39,583
5. Office Furniture and Equipment			100,420	2.66%	2,669	11.65%	11,699	85.69%	86,052			100.00%	86,052
6. Computers and Printers			285,675	2.66%	7,592	11.65%	33,281	85.69%	244,802			100.00%	244,802
7. Postage			79,098	2.66%	2,102	11.65%	9,215	85.69%	67,781			100.00%	67,781
8. Professional Services			719,077	2.66%	19,110	11.65%	83,773	85.69%	616,195			100.00%	616,195
9. Equipment Maintenance			49,877	2.66%	1,325	11.65%	5,811	85.69%	42,741			100.00%	42,741
10. Space Rental			445,325	2.66%	11,835	11.65%	51,880	85.69%	381,610			100.00%	381,610
11. Utilities			113,724	2.66%	3,022	11.65%	13,249	85.69%	97,453			100.00%	97,453
II. Total Operating Expense			2,254,051		59,904		262,597		1,931,551		0		1,931,551
III. Capital Expense													
1.			0	2.66%	0	11.65%	0	85.69%	0				0

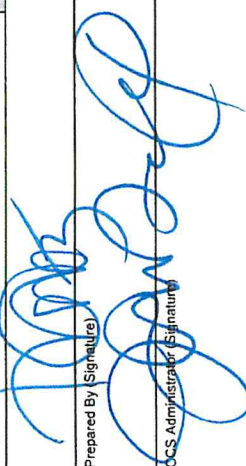


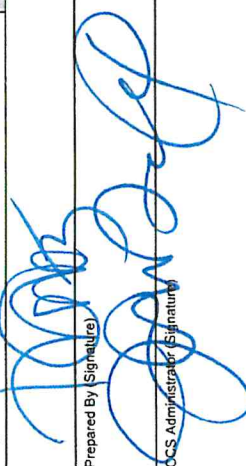
CCS Administrative Budget Worksheet

Fiscal Year: 2023-24
County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS -		
Total Cases of Open (Active) Straight CCS Children	383	2.66%
OTLIP -		
Total Cases of Open (Active) OTLIP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLIP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

Category/Line Item	Straight CCS				Optional Targeted Low Income Children's Program (OTLIP)				Medi-Cal (Non-OTLIP)			
	4A	4	5A	5	6A	6	7A	7	8A	8		
	Caseload %	Straight CCS County/State (30/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)		
III. Total Capital Expense				0			0					0
IV. Indirect Expense												
1. Indirect Cost Rate - Internal	2.65%	33,073	11.65%	144,985	85.69%	1,066,444			100.00%	1,066,444		
2. Indirect Cost Rate - External	2.65%	8,275	11.65%	36,274	85.69%	266,818			100.00%	266,818		
IV. Total Indirect Expense		41,348		181,259		1,333,262				1,333,262		
V. Other Expense												
1. Maintenance & Transportation	2.65%	399	11.65%	1,748	85.69%	12,854			100.00%	12,854		
V. Total Other Expense		399		1,748		12,854				12,854		
Budget Grand Total		406,363		1,790,170		13,167,738		3,242,664		9,925,074		

Prepared By (Signature):  Mayra Gomez, Accountant
Prepared By (Printed Name): Mayra Gomez, Accountant
Date Prepared: 12/12/23
Phone Number: (909) 458-1631

Prepared By (Signature):  Jennifer St. Antoine, Program Coordinator
Prepared By (Printed Name): Jennifer St. Antoine, Program Coordinator
Date Signed: 1/3/24
Phone Number: (909) 458-1633

Department of Health Care Services - Systems of Care Division
San Bernardino County
California Children's Services Administrative Budget
Fiscal Year 2023-24

I. PERSONNEL EXPENSES

Total Salaries and Wages **\$ 7,858,192**

The FY 2023-24 CCS Administrative Budget contains a total of 118.20 full-time equivalents (FTE). The total salaries and wages reported are greater than previous fiscal year due the wage increases across the board in all County classifications. The FTE's have decreased by 1.5 FTE due to the removal of one Medical Therapy Specialist and the PSE.

Total Benefits **\$ 3,683,135**

Benefits are calculated at 46.87% of total salaries and wages.

TOTAL PERSONNEL EXPENSES \$ 11,541,327

II. OPERATING EXPENSES

Training **\$ 19,288**

This includes costs associated with staff training for job enhancement and CEUs required to maintain licensure.

Travel **\$ 34,638**

This includes three general categories: private mileage, motor pool expenses, conferences/training and other travel.

Communications **\$ 360,737**

This category includes costs associated with communications for the program, including access to telephones, voice mail accounts, mobile telephones, Internet access, and e-mail accounts.

Office Supplies **\$ 46,192**

The costs associated with this budget item are general office supplies, printed supplies, paper, toner, photocopier and facsimile supplies, pens, writing pads, binders, and minor office equipment.

Office Furniture and Equipment **\$ 100,420**

This budget item funds any furniture needs for the CCS program. This year's budget is in place to make workstation purchases and upgrades to compensate for current staff needs and ECM future staff.

Computers and Printers **\$ 285,675**

This budget item funds computer/printer equipment. This year we expect to purchase our computer and printer equipment as part of this year's schedule refresh.

Postage **\$ 79,098**

This amount funds the program's postage allocation expenses for mailings to providers and general postage fees. It further includes a prorated share of the cost for interoffice mail services between county offices. This is expected to increase, as we project an increase of correspondence between our clients and other agencies.

Professional Services \$ 719,077

This budget item funds costs for professional services. It includes costs related to purchase of insurance, costs associated with performing background checks on new hires, vendors providing specialized services such as contractors and consultants (Case management experts, economists, etc) expected to continue in the improvement of our enhanced case management process to comply with CalAim, advertising, alarm and security services, interpreting services, paper processing specialists, and professional services provided by county departments.

Equipment Maintenance \$ 49,877

This is the cost for maintenance costs associated with equipment required to do business.

Space Rental \$ 445,325

This is the cost for lease of the facility that houses program staff.

Utilities \$ 113,724

The monthly utility costs are allocated among the programs that co-located in the rented facility. We expect our utilities to continue to increase as utility companies continue to increase the costs.

TOTAL OPERATING EXPENSES \$ 2,254,051

III. CAPITAL EXPENSES

Capital Expenses \$ -

TOTAL CAPITAL EXPENSES \$ -

VI. INDIRECT EXPENSES

Internal Indirect @ 10.783% \$ 1,244,501

The amount of budgeted Indirect Expenses included in the budget is calculated at 10.783% of Total Personnel Expenses, previous year was 11.877%. The decrease is tied to the new rate.

External Indirect (Flat) \$ 311,367

The External Indirect Expenses includes administrative support from other county departments that provide general support, for example, Auditor-Controller/Treasurer/Tax Collector, Information Services, County Counsel, and Purchasing. The county increased those costs from last year.

TOTAL INDIRECT EXPENSES \$ 1,555,868

V. OTHER EXPENSES

Maintenance and Transportation \$ 15,000

This budget item funds the costs associated with provided maintenance and transportation services to CCS clients who require assistance with mileage, transport costs, housing, etc.

TOTAL OTHER EXPENSES \$ 15,000

BUDGET GRAND TOTAL \$ 15,366,246