

## **COUNTY SOCIAL SERVICES 28E GOVERNING BOARD AGENDA**

To: County Social Services Board Members

From: Mary McKinnell

Date: January 22, 2024

Re: County Social Services Board Meeting

Date: January 24, 2024

Time: 10:00 A.M. to Noon

**Time and Location:** Wednesday, January 24, 2024, at 10AM in Howard County. It will be held at the Featherlite Building on the Howard County Fairgrounds property (220 W. Seventh St, Cresco).

We prefer to meet in-person, yet you are welcome to attend virtually if meeting in-person is not possible.

### **CSS January 2024 Board Meeting**

Jan 24, 2024, 10:00 AM – 12:00 PM (America/Chicago)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/114273821>

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### **Call County Social Services Board Meeting to order.**

1. Approve today's agenda and the minutes from November 2023. Discussion/Action.
2. Nominations for Chair, Vice Chair and Treasurer/Secretary. Discussion/Action.
3. Updates from Adult Services Provider Representative, Brittney Montross. Feedback.
4. Updates from Children Services Representative, June Klein-Bacon. Feedback.
5. Updates from Consumer Representative, Bruce Grant. Feedback.
6. Updates from Youth Provider Representative, Matt Homstad. Feedback.
7. Updates from Law Enforcement Representative, Sheriff Dan Marx, Feedback.
8. Updates from Judicial Representative, Ashley Neundorf. Feedback.
9. Updates from CSS Board and Member Counties. Feedback.
10. Update from Mary McKinnell regarding HHS realignment. Feedback.

### **Human Resources**

11. New Payroll/Benefits/Commitment Specialist, Miranda Sharp started employment with CSS on 12/11/23 and is working in our Waterloo Office. Miranda's starting hourly wage is \$27.00 per hour plus benefits. Discussion/Action
12. CSS wage/salary increase of 4% COLA for all CSS employees for FY25. This increase would be effective the first full pay period after July 1, 2024. Discussion/Action
13. CSS current mileage rate of \$.57 per mile will remain in effect for 2024. Information only.

### **Organization.**

14. Financial report and claims. Discussion/Action.
15. FY22 Audit Results. Discussion/Action.
16. Journal entries/deposit spreadsheet. Discussion/Action.
17. Review Exceptions to Policy: November and December 2023

18. American Secure Car requesting contract. Continued from previous meeting. Discussion/Action.
19. The next CSS Board meeting will be held on Wednesday, February 28, 2024.

**FY2021-FY2022**

**Explanation of Findings Related to the Financial Statements**

**(Pages 48-51 of the report)**

- 1) 2022-001 Segregation of Duties – This is a very common finding with most smaller government agencies because there are not always enough employees to adequately segregate the duties. We have reviewed some operating procedures and made some adjustments to help. One of the procedures we developed was to have the Office Specialist open mail, including incoming checks, and document the checks on a spreadsheet with a chain of command. The CEO will then match the incoming checks on the spreadsheet and deposit the check at the bank. The Finance Manager will log the check into our software and compare it to the spreadsheet and bank statement. We will continue to monitor and review financial operating procedures and make adjustments to better segregate duties, when we are able to.
- 2) 2022-002 Financial Reporting – As in the previous explanation, we have developed a procedure for incoming checks. We will continue to review and develop better procedures in ensuring all receivables, payables and capital asset additions/deletions are identified and recorded.
- 3) 2022-003 Bank Reconciliation Review – Bank reconciliations should be performed or reviewed by another person and their signature should be on a document. It looks like the previous COO started doing this at the end of last fiscal year after this was pointed out. The CEO and Finance Manager will discuss and assign a person to review and sign-off on the bank reconciliations moving forward.
- 4) 2022-A Minutes – Actual annual salaries were not published for 2022. The Finance Manager has received and will be publishing annual salaries for 2022 and 2023 in our local newspaper within the next few months.
- 5) 2022-B Travel Expense – This is stating there were no expenditures for travel expenses of spouses of officials or employees were found, which is a good thing.
- 6) 2022-C Deposits and Investments – A resolution naming official depositories and the maximum deposit amount was presented to the CSS Board and passed at the June 2023 CSS Board meeting.
- 7) 2022-D Questionable Expenditures – This is stating there were no expenditures that they could find that did not meet the requirements of public purpose, which is a good thing.
- 8) 2022-E Restricted Donor Activity – This is stating there were no transactions found between the Region, Region officials, Region employees and restricted donors in compliance with Chapter 68B of the Code of Iowa, which is a good thing. Iowa Code Chapter 68B is the Government Ethics and Lobbying Act.

Although I was not employed with CSS during this fiscal year, it appears no major findings or deficiencies were found. There will most likely be minor findings and deficiencies each year, but this is a great way to learn and develop better policies and procedures moving forward.

Kris McGrane  
Finance Manager

Revenue	Budget	Prior Month	Current Month	YTD	% YTD
Distribution from MHDS Regional Mbrs	\$ -	\$ -	\$ -	\$ 192,307	#DIV/0!
Regional Service Payment	\$ 11,071,566	\$ -	\$ -	\$ 8,991,175	81%
Medicaid Reimbursement (TCM)	\$ 116,900	\$ 20,092	\$ -	\$ 98,193	84%
Misc Refunds/Rebates/Care & Keep	\$ 40,000	\$ 4,394	\$ 392	\$ 68,105	170%
Interest/Use of Money & Property	\$ 1,000	\$ 43,442	\$ 43,950	\$ 358,050	35805%
<b>Total Revenue</b>	<b>\$ 11,229,466</b>	<b>\$ 67,928</b>	<b>\$ 44,342</b>	<b>\$ 9,707,830</b>	<b>86%</b>

**Expenditure Domain**

<b>Core</b>					
Treatment	\$ 1,070,000	\$ 34,607	\$ 32,394	\$ 344,197	32%
Crisis Services	\$ 3,736,922	\$ 105,274	\$ 54,801	\$ 1,484,462	40%
Support for Community Living	\$ 2,702,000	\$ 80,027	\$ 135,512	\$ 1,083,611	40%
Support for Employment	\$ 441,000	\$ 21,859	\$ 25,331	\$ 248,627	56%
Recovery Services	\$ 69,000	\$ -	\$ -	\$ 35,898	52%
Service Coordination	\$ 7,000	\$ 160	\$ -	\$ 160	2%
Sub-acute Services	\$ 270,000	\$ 5,600	\$ -	\$ 150,324	56%
Evidence Based Treatment	\$ 160,000	\$ -	\$ 2,512	\$ 15,915	10%
Mandated	\$ 530,000	\$ 60,224	\$ 49,724	\$ 380,749	72%
<b>Additional Core</b>					
Justice System Involved Services	\$ 372,000	\$ 34,061	\$ 90,549	\$ 395,740	106% *
Evidence Based Treatment	\$ 200,000	\$ 559	\$ 45,537	\$ 77,204	39%
Other Informational Services	\$ 350,000	\$ 12,419	\$ 54	\$ 186,230	53%
Essential Community Living Support Services	\$ 2,087,540	\$ 129,983	\$ 127,645	\$ 1,740,786	83%
Other Congregate Services	\$ 1,200,000	\$ 84,045	\$ 111,016	\$ 845,816	70%
Administration	\$ 1,370,000	\$ 109,058	\$ 81,728	\$ 1,087,921	79%
County Provided Case Mangement	\$ 116,900	\$ 9,488	\$ 7,754	\$ 105,550	90%
<b>Total Expenditures</b>	<b>\$ 14,682,362</b>	<b>\$ 687,365</b>	<b>\$ 764,557</b>	<b>\$ 8,183,190</b>	<b>56%</b>

May Payroll/Benefits Breakdown:	
Gross Payroll	\$120,848
FICA (Employer)	\$8,819
IPERS (Employer)	\$11,408
Insurance (Employer)	\$35,286
<b>TOTAL</b>	<b>\$176,362</b>

Year-to-Date Per Capita Annualized Expenditure Rate: \$ 30.64

\*Justice system-involved services is over budget due to the Region receiving invoices again for IMCC with no prior communication-paid \$36,000+ and budgeted \$0.00

<b>Fund 8500 Health Reimbursement Account</b> Fiscal YTD (5/31/2023)	<b>Balance Fwd from prior FY</b>	\$ 164,439
	<b>Revenue</b>	
	Employer Contributions	\$ 397,550
	Employee Contributions	\$ 51,512
	Flex - Employee Contributions	\$ 12,163
		\$ 461,225
	<b>Expenditure</b>	
	Health Insurance Pmts (ISAC)	\$ 400,133
	Medical Claims Pmts (Auxiant)	\$ 51,947
	Flex Claims (Auxiant)	\$ 2,312
	\$ 454,393	
<b>BALANCE</b>	<b>\$ 171,271</b>	

Ending Cash Balance 5/31/23 (Fund 4150 and Fund 8500 combined) \$ 10,314,197

October, November December 2023 ETP

	Oct	NOV	DEC	Service	Waiting For	Why ETP	notes
	385 X				Social Security	rent over 3 months	obtained Social Security
	563.9	563.9 X		SCL	IHH	OFS - EW	approved for EW on 10/1/2023 - needs hab to fund SCL
	7061.43 X			SCL	ID waiver	OFS -ID	Denied ID Waiver Nov 23. Denied Habilitation- Region still funds just not under ETP
		315	315	Rent	Social Security	rent over 3 months	
			500	Day Habilitation	ID waiver	over income	Agreed to a modified request of copay of \$500 and Region pays up to \$500
<b>Total</b>	<b>\$8,010.33</b>	<b>\$878.90</b>	<b>\$815.00</b>				

**County Social Services  
Mental Health & Disability Services Provider Agreement**

**THIS AGREEMENT** (the "Agreement"), entered into January 1, 2024, is by and between **County Social Services (CSS)** and **American Secure Car, LLC (Provider)**.

The statements and intentions of the parties, to this Agreement, are as follows:

County Social Services is an inter-governmental entity organized under Code of Iowa Chapter 28E, governed by the CSS Governing Board. Mental health and disability services are funded by CSS and administered by the Regional Administrator within the scope and according to the criteria of the CSS Mental Health & Disability Services Management Plan. CSS is interested in contracting with Provider to purchase Covered Services for the benefit of CSS Individuals.

Provider is licensed, certified and/or accredited under the laws of the State of Iowa to provide mental health, intellectual disability, brain injury, and/or developmental disability services and is interested in contracting with CSS to provide Covered Services for the benefit of CSS Individuals.

CSS' mission is to increase community inclusion and capacity through nurturing partnerships. CSS and Provider will work in a quality improvement partnership with all stakeholders in CSS to develop a system of care approach that is characterized by the following principles and values: welcoming and Individual oriented, person and family driven, recovery/resiliency oriented, trauma informed, and culturally competent.

In consideration of the premises and promises contained herein, it is mutually agreed by and between CSS and Provider as follows:

**SECTION 1**  
**Definitions**

**Copayment:** The amount that may be charged to Individual at the time services are rendered.

**Covered Services:** Services enumerated in the Annual Service and Budget Plan as approved by the Director of the Iowa Department of Human Services.

**HIPAA:** Collectively, the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act, and all implementing regulations.

**Individual:** Any person seeking or receiving services as a resident in the CSS region.

**Individual Authorization:** An Individual Authorization is a standard form, signed by an Individual, to allow disclosure of the Individual's Protected Health Information. The form must comply with HIPAA and all other applicable federal and state laws. The Individual may revoke the Individual Authorization at any time in accordance with its terms.

**Mental Health & Disability Services Management Plan (Plan):** CSS' Plan, developed pursuant to Iowa Code section 331.393, for providing an array of cost-effective individualized services and supports which assist Individuals to be as independent, productive and integrated into the community as possible within the constraints of the services fund. The Plan consists of three parts: Policies and Procedures Manual, Annual Service and Budget Plan, and the Annual Report.

**Protected Health Information:** Individually identifiable health information that is transmitted by or maintained in electronic media or transmitted by or maintained in any other form or medium.

**Region (CSS):** The inter-governmental entity created under Chapter 28E of the Code of Iowa and Section 331.390 of the Code of Iowa that includes member counties of CSS.

**Regional Administrator:** The administrative office, organization, or entity formed by agreement of the counties participating in a region to function on behalf of those counties in accordance with Iowa Code section 331.

**Subcontract:** The act in which one party to the original contract enters into a contract with a third party to provide some or all of the services listed in the original contract.

*Definitions are from Iowa Administrative Code and any revised language changes in Code will be applied to the definitions referenced.*

## **SECTION 2**

### **Duties of Provider**

**Section 2.1 Provision of Covered Services.** Provider shall provide Covered Services to each Individual who is authorized by the Regional Administrator to receive such services to the extent designated in Attachment A, Service Definitions and Rates. Such services shall be rendered in compliance with applicable laws and regulations and the Plan. Provider shall also provide Covered Services in a manner which: (a) documents the services provided, in conformance with Federal, State and local laws and regulations and the Plan, and (b) protects the confidentiality of the Individual's medical records and Protected Health Information.

**Section 2.2 Compliance with the Plan.** Provider and its staff shall be bound by and provide Covered Services in compliance with the Plan. Failure to comply with the Plan may result in sanctions such as, but not limited to, the loss of reimbursement and/or termination of the Agreement.

**Section 2.3 Authorization and Notification Requirements.** Regional Administrator must authorize all Covered Services provided to Individuals by Provider prior to or at the time of

rendering services or in accordance with the Plan. The Plan shall not diminish Provider's obligation to render Covered Services consistent with the applicable standard of care.

**Section 2.4 Access to Books and Records.** Unless otherwise required by applicable statutes or regulation, Provider shall allow CSS access to books and records, for purposes of appeals, utilization, grievance, claims payment review, electronic medical record, Individual medical records review or financial audits, during the term of this contract and seven (7) years following its termination. Provider shall be required to obtain from each Individual an Individual Authorization that allows Provider to disclose any information about the Individual to CSS.

**Section 2.5 Apply for State Supplemental Assistance.** Residential Care Facility Providers shall apply for State Supplemental Assistance (SSA) on behalf of any eligible Individual entering a residential care facility and accept this as payment in full for associated room and board costs. If an Individual is not eligible for SSA the provider must secure a separate funding authorization from the Regional Administrator for reimbursement of room and board; otherwise, it shall be the Provider's obligation to collect this cost from the Individual.

**Section 2.6 Apply Other Available Funding.** Providers receiving reimbursement or counting services to serve Plan enrollees under other means of reimbursement shall not bill CSS for the same service.

**Section 2.7 Annual Disclosures.** Providers may be required to provide the following information to remain enrolled in the Provider Network:

1. Independent Audit (if available)
2. Accreditation Status and Reports as Renewed
3. Department of Inspection and Appeals Reports and License
4. Verification of Licensed Staff Credentials
5. Verification of Insurance (must be submitted annually)
6. MCO rates for Covered Services (may be de-identified)

### **SECTION 3**

#### **Service Delivery and Assessment**

**Section 3.1 Service Delivery.** CSS encourages the use of Evidence Based Practices, Research Based Practices and Promising Practices in service delivery.

**Section 3.2 Service Assessment.** CSS is charged with the responsibility of collecting outcomes measurements. Provider is required to follow the reporting requirements for any outcome measures listed in Attachment A, Service Definitions and Rates. If CSS implements additional measures, this contract will be amended to reflect said changes.

### **SECTION 4**

#### **Claims Submission and Payment**



**Section 4.1 Claims Submission.** Provider agrees to submit all claims for reimbursement in accordance with the CSS Policies & Procedures Manual. *No claim over a year from date of service will be paid.* Provider agrees to have all claims for each fiscal year (ending 6/30) submitted to CSS no later than July 31 of said year.

**Section 4.2 Claims Payment.** CSS will pay claims in accordance with the CSS Policies & Procedures Manual. CSS will make payment of a clean invoice no later than 45 days after receipt.

**Section 4.3 Compensation to Provider.** Provider agrees to accept payment from CSS for Covered Services provided to Individuals under this Agreement as payment in full, less any Copayment or other amount which is due from Individuals for such services. Compensation for Covered Services is included as Attachment A, Service Definitions and Rates.

**Section 4.4 Rates.** CSS will pay only the service rates approved and certified set forth on Attachment A, Service Definitions and Rates. CSS will negotiate urgent transitional service funding as necessary for the health and safety of an Individual. CSS will also honor service rates certified by another host region.

## **SECTION 5**

### **Relationship Between the Parties**

**Section 5.1 Relationship between CSS and Provider.** The relationship between CSS and Provider is solely that of independent contractor and nothing in this Agreement shall be construed or deemed to create any other relationship including, but not limited to, one of employment, agency or joint venture. Provider shall maintain social security, workers' compensation and all other employee benefits covering Provider's employees as required by law.

**Section 5.2 Initial Services.** Provider agrees to cooperate with the assigned care coordinator in completing an assessment and care review with the Individual to develop a plan.

## **SECTION 6**

### **Hold Harmless, Indemnification and Liability Insurance**

**Section 6.1 Provider Hold Harmless and Indemnification.** Provider shall defend, hold harmless and indemnify CSS against any and all claims, liability, damages or judgments asserted against, imposed or incurred by CSS that in any way arise out of acts or omissions of Provider or Provider's employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 6.2 CSS Hold Harmless and Indemnification.** CSS shall defend, hold harmless and indemnify Provider against any and all claims, liability, damages or judgments asserted against, imposed or incurred by Provider that in any way arise out of acts or omissions of CSS or its employees, agents or representatives in the discharge of its responsibilities under this Agreement.

**Section 6.3 Provider Liability Insurance.** Provider shall procure and maintain, at the Provider's own expense and at a minimum, (1) professional liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate; (2) comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate; (3) workers compensation insurance for Provider's employees in form and amounts required by law; (4) automobile insurance in the amount of One Million Dollars (\$1,000,000) combined single limit with respect to bodily injury, property damage or death; and (5) umbrella insurance in the amount of One Million Dollars (\$1,000,000) above underlying professional liability, general liability, and auto policies.

## **SECTION 7 Laws and Regulations**

**Section 7.1 Laws and Regulations.** Provider warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal, state and local laws.

**Section 7.2 Compliance with Civil Rights Laws.** Provider agrees not to discriminate or differentiate in the treatment of any Individual based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, physical or mental disability, or any other classification protected by law or ordinance. Provider agrees to ensure mental health services are rendered to Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other Individual receiving services from Provider.

**Section 7.3 Equal Opportunity Employer.** CSS is an equal employment opportunity employer. CSS supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, physical or mental disability, veteran or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with the United States Equal Opportunity Act.

**Section 7.4 Confidentiality of Records.** CSS and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to Individuals under this Agreement in accordance with any applicable laws and regulations. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with information from CSS about Individuals, it is fully bound by federal and state laws and regulations governing the confidentiality of medical records, mental health records, and other protected health information.

## **SECTION 8 Term and Termination**

**Section 8.1 Term.** The term of this Agreement shall be for a period commencing on the date first above written, ending on June 30, 2025, unless terminated earlier by either party in accordance with this Agreement.

**Section 8.2 Termination of Agreement Without Cause.** Either party may terminate this Agreement without cause upon ninety (90) days prior written notice of termination to the other party.

**Section 8.3 Termination with Cause by CSS.** CSS shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation; (b) Provider's loss of any liability insurance required under this Agreement; (c) chapter 7 bankruptcy filed by or against the Provider, or (d) Provider's material breach of any of the terms or obligations of this Agreement.

**Section 8.4 Termination with Cause by Provider.** Provider shall have the right to terminate this Agreement immediately by giving written notice to CSS upon the occurrence of CSS' material breach of any of the terms or obligations of this Agreement.

**Section 8.5 Information to Individuals.** Provider acknowledges the right of CSS to inform Individuals of Provider's termination and agrees to cooperate with CSS in deciding on the form of such notification.

**Section 8.6 Continuation of Services after Termination.** Upon request by CSS, Provider shall continue to render Covered Services in accordance with this Agreement until CSS has transferred Individuals to another provider or until such Individual is discharged.

**Section 8.7 Notices to CSS.** Any notice, request, demand, waiver, consent, approval or other communication to CSS which is required or permitted herein shall be in writing and shall be delivered to:

County Social Services  
1407 Independence Ave. 4th Floor  
Waterloo, Iowa 50703  
Phone: 319-292-2271  
Fax: 319-291-2628

**Section 8.8 Notices to Provider.** Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be delivered to:

Attention:

**SECTION 9**  
**Amendments**

**Section 9.1 Amendment.** This Agreement may be amended at any time by the mutual written agreement of the parties with a minimum notice of 60 days.

**Section 9.2 Regulatory Amendment.** CSS may also amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date with a minimum of 60 days prior notice.

**Section 9.3 Plan Amendment.** CSS may also amend this Agreement to comply with changes in the Plan and shall give written notice to Provider of such amendment and its effective date with a minimum of 60 days prior notice.

**SECTION 10 Other Terms**  
**and Conditions**

**Section 10.1 Non-Exclusivity.** This Agreement does not confer upon the Provider any exclusive right to provide services to Individuals in Provider's geographical area. CSS reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

**Section 10.2 Assignment.** Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of CSS.

**Section 10.3 Subcontracting.** Provider may not Subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior consent of CSS, which will not be reasonably upheld.

**Section 10.4 Entire Agreement.** This Agreement and attachments attached hereto constitute the entire agreement between CSS and Provider, and supersedes or replaces any prior agreements between CSS or any member County and Provider relating to its subject matter.

**Section 10.5 Rights of Provider and CSS.** Provider agrees that CSS may use Provider's name, address, telephone number, description of Provider and Provider's care and specialty services in any promotional activities. Otherwise, Provider and CSS shall not use each other's name, symbol or service mark without prior written approval of the other party.

**Section 10.6 Invalidity.** If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way effect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

*County Social Services Mental Health & Disability Services Provider Agreement*

**Section 10.7 Excluded Parties List System (EPLS):** Provider hereby verifies that they are not suspended or debarred or otherwise excluded from participating in Federal awards. If called for review the Provider agrees to provide verification they are not posted to the EPLS by calling Government Printing Office at (202) 783-3238 or electronic version on the Internet (<http://epls.arnet.gov>).

**Section 10.8 No Waiver.** The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

This Agreement has been executed by the parties hereto, through their duly authorized officials.

County Social Services:

American Secure Car LLC:

By: \_\_\_\_\_

By:  \_\_\_\_\_

Chair

Print Name: Justin Vaughan

County Social Services Board

Print Title: Owner

Date: \_\_\_\_\_

Date: 1-22-29

County Social Services  
1407 Independence Ave.  
Watertown, IA 50703

American Secure Car, LLC CSN Provider # 19546

COA	Service Description	Rate	Unit	Description
74353	Transportation related to civil commitment	\$52.01	hour	Sheriff designee transport (secure vehicle transport/MH & dual commitments) Commitment paperwork must be submitted with invoice.

  
Signature

1-22-2024  
Date

County Social Services

\_\_\_\_\_  
Date

Effective 1/1/2024