

Le Sueur County, MN

Tuesday, April 19, 2016 Board Meeting

Item 3

9:10 a.m. Human Services (35 min)

Staff Contact:



e Sueur Department of Human Services

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057-1646 FAX 507-357-6122 507-357-2251

Human Services Board Agenda April 19, 2016 @ 9:15 a.m.

100- INFORMATION/PRESENTATIONS:

- 101 Introduction of Guest, Naomi Oschendorf -Watonwan County Human Services Director
- 102 Letter of congratulations from State Human Services Commissioner on fiscal reporting requirements
- 103 SCCBI Strategic Planning Session Update
- 104 April is Child Abuse Awareness Month
 - 104.1 April 27th 6:30 PM Community Forum
 - 104.2 Corner House Training

200- CHARTS/GRAPHS:

- 210- Finance Graphs/Report;
- 220- Income Maintenance/Child Support Graphs;
- 230- Family Services Graphs-
 - 231- Social Services Team
 - 232- Child Services Team
 - 232.1- Out Of Home Placement Report
 - 232.2- In-Home Family Therapy Report;
 - 233- Behavioral Health Team

300- BOARD APPROVAL ITEMS:

- 310 Estate Recovery and Funeral Policy
- 320 Commissioner's Warrants

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Minnesota Department of Human Services

March 14, 2016

Mr. John King, Chair Le Sueur County Board of Commissioners 88 South Park Avenue Le Center, MN 56057

Dear Commissioner King:

It is my pleasure to commend you and your staff for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2015. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines and in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2015. These reports are:

> LCTS Cost Report (local collaborative)* Income Maintenance Expense MFIP Consolidated Fund Social Service Fund Client Statistics Title IV-E SEAGR BRASS—Based Grant Fiscal Report

* If your county participates in a "local collaborative", submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Services Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerel marth

Emily Johnson Piper Commissioner

cc: Susan Rynda, Le Sueur County Director

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Le Sueur County Human Services Local Policy Manual

Policy Statement

TITLE: Estate Recovery Policy and Funeral Policy

PURPOSE: To identify and effectively collect assets after a Medical Assistance Program recipient's death to offset Medical Assistance claims.

REFERENCE: For estate recovery policy, refer to: Minnesota Statues 524.3-805, 501B.89 and 256B.0913 and 256B.15 sub 1a

For purposes of this policy, "Medical Assistance" includes the Medical Assistance program and the General Assistance Medical Care program under chapter 256D and the Alternative Care program for non-Medical Assistance recipients under section 256B.0913.

PERSONNEL RESPONSIBLE: Collections Officer and Child

Support/Collections

Supervisor

EFFECTIVE: September 1, 2014 **UPDATED:** April 19, 2016

ESTATE RECOVERY POLICY: At the time of a Medical Assistance (MA) application, legal documents are signed by the recipient and/or the recipient's representative, attesting to receipt of the warning that failing to disclose all assets owned by the recipient may constitute fraud.

Per Minnesota Statutes 256B.15, 501B.89 and 524.3-805, at the time of an MA recipient's death, Le Sueur County Collections Unit will verify assets via an Asset Information Form. This form requests verification of all assets owned by the deceased recipient for a *minimum* of 30 days prior to death.

The Le Sueur County Collections Unit will recover assets not to exceed the total amount expended by Medical Assistance, General Assistance Medical Care and

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Alternative Care. Assets collectible through estate recovery include, but are not limited to:

All real estate and personal property	Certificates of deposit
Cash	Money market account balances
Uncashed checks	Excess funds in prepaid burial accounts
Checking and savings account balances	Nursing home resident accounts
Retirement account balances	Cash capital credits from power or electric companies
Safe deposit box contents	Valuables such as collections, antiques, jewelry, guns, tolls or machinery
Trust accounts	Stocks or bonds
Vehicles	

Life insurance proceeds are recoverable if the beneficiary is designated as a funeral home or the estate of the insured and a balance remains after funeral expenses are paid in full.

LE SUEUR COUNTY FUNERAL POLICY:

The following items are NOT allowable or reasonable expenses, and therefore are not allowed to be funded with the deceased recipient's assets:

- > Family travel and lodging expenses
- Expenses for food and entertainment not taking place contiguously with the actual funeral
- Clean-up or disposal of items from the deceased recipient's apartment, home or room at a facility

Only one funeral proceeding or memorial service is allowed to be funded with the deceased recipient's assets.

All funds in a prepaid funeral trust may be used for expenses directly related to the funeral proceeding, even if all items were not designated on the original statement of goods and services.

If there are not enough funds in the prepaid funeral trust to fund all funeral related expenses, additional assets owned by the deceased recipient **may** be used to supplement the prepaid funeral trust funds. Le Sueur County Collections Unit will consider these situations on a case by case basis. These situations must be approved by county staff prior to additional assets being used.

AUTHORED BY:Le Sueur County Collections UnitAPPROVED BY: County BoardDATE:DATE:

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