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# **Le Sueur County, MN**

**Tuesday, April 19, 2016**

**Board Meeting**

## **Item 3**

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

**Staff Contact:**

**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 27<sup>th</sup> 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**

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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.

Sincerely,

Emily Johnson Piper  
Commissioner

cc: Susan Rynda, Le Sueur County Director

## 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 Statutes 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

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

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.

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

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

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.

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