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CHAPTER 9580 DEPARTMENT OF HUMAN SERVICES MISCELLANEOUS RULES

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STATE FINANCIAL PARTICIPATION IN COUNTY WELFARE ADMINISTRATION COST

9580.0100 SCOPE.

Parts 9580.0100 to 9580.0600 govern state financial participation in county welfare costs of administration as authorized by Minnesota Statutes, section 256D.22.

Statutory Authority: *MS s 256D.22*

9580.0200 PURPOSES.

The purposes of parts 9580.0100 to 9580.0200 are to provide:

A. a system of calculating state reimbursement for certain county welfare administrative costs; and

B. property tax relief by providing state financing for certain county welfare administrative costs.

Statutory Authority: *MS s 256D.22*

9580.0300 REIMBURSEMENT FOR COUNTIES.

Subject to the provisions herein, the Department of Human Services shall reimburse counties on a quarterly basis up to 50 percent of all salary expenses incurred and paid by the counties in providing financial assistance and social services in connection with all public assistance programs and for which no other payment or federal reimbursement has been made. If the appropriation is insufficient to pay all approved claims the commissioner of the Department of Human Services shall make a pro rata reduction in payments based upon earnings. Such reimbursement may be available for salary expenses of employees of the county welfare agency who are permanent; probationary; provisional limited term; when such employee is filling an established job while the incumbent is on leave; and for intermittent or trainees, when such trainees are employed on a full-time established training program performing the duties of the classified position for which they will be eligible to receive immediate appointment at the completion of the training period.

Statutory Authority: *MS s 256D.22*

History: *L 1984 c 654 art 5 s 58*

9580.0400 REIMBURSEMENT LIMITATIONS.

Subpart 1. **In general.** No reimbursement shall be made for salary costs of:

A. single county welfare directors;

B. fiscal personnel and their supporting clerical staff who spend 30 percent or more of their time involvement in the processing of public assistance claims and payments; and

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C. emergency employees, trainees other than those defined above as eligible for reimbursement, consultants, Emergency Employment Act personnel, and any other nonregularly assigned employees.

Subp. 2. **Salary expenses.** Reimbursement for salary expenses shall be limited to regular compensation not in excess of that paid similarly situated state employees; the employer's cost of hospitalization, medical and major medical health insurance, Social Security, Public Employees Retirement Association and Municipal Employees Retirement Association, life insurance, disability insurance, unemployment compensation, and workers' compensation. No reimbursement shall be made for travel or any other reimbursable expenses including bonuses.

Statutory Authority: *MS s 256D.22*

9580.0500 COMPARABILITY SCHEDULES.

Subpart 1. **Development.** The merit system supervisor shall, after consultation with appropriate state personnel and appropriate personnel from other civil service systems, which have been approved by the federal Civil Service Commission to cover county welfare personnel in Minnesota, develop comparability schedules between positions in all county welfare departments and classes established by the state personnel department or its successor. In making such schedules the likeness of job duties and qualifications shall be considered.

Subp. 2. **Applicability.** Such comparability schedules shall apply to welfare personnel under the Minnesota merit system, Hennepin County personnel department, Saint Louis County civil service department, Ramsey County civil service, or under any other civil service system approved in the future by the Federal Civil Service Commission to cover county welfare personnel in the state.

Subp. 3. **New classes.** As new classes are established by the Minnesota merit system, the Hennepin County personnel department, the Saint Louis County civil service department, the Ramsey County civil service department, or by any other approved civil service system for welfare personnel, the merit system supervisor shall determine the comparability of the new class to a state personnel class and incorporate the new class into the comparability schedule. Comparability may be determined on an aggregate formula basis. In instances where the county welfare department is not covered by the Minnesota merit system, it shall be the responsibility of the director of the county welfare agency requesting the new classification to notify the supervisor prior to the establishment of the new class.

Subp. 4. **Review.** The merit system supervisor shall conduct a review of any changes in state personnel classifications and/or compensation plans each time these schedules change and make such changes in the comparability schedule as appropriate. In making the review, input shall be requested and used from state personnel department personnel as well as from personnel of other concerned civil service systems. The review shall be completed within one month after the state personnel schedules change and if needed, new schedules printed and distributed within two months.

Subp. 5. **Appeal.** Decisions of the merit system supervisor in developing the original comparability schedules and in making revisions to them shall be appealable to the merit system council under the provision of part 9575.1200. The decision of the merit system council shall be final.

Statutory Authority: *MS s 256D.22*

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9580.0600 SUBMISSION OF DATA ON EMPLOYEES.

Within 30 days after the end of each calendar quarter, each county welfare agency is required to submit figures showing the total number of employees whose salary is reimbursable along with the total amount reimbursable.

Statutory Authority: *MS s 256D.22*