

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, August 10th, 2021

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the August 10, 2021 agenda
5. Action to approve the August 3, 2021, minutes of the Board of Codington County Commissioners
6. Tax deed property auction
7. Monthly reports
 - a. Auditor
 - b. Director of Equalization
 - c. Welfare Director
8. Review 2022 budget requests
9. Action to approve the Auditor's Acct. w/Treasurer and note monthly Register of Deeds fees
10. Action to declare Sheriff's office equipment surplus to be destroyed
11. Action to adopt updated Welfare Guidelines
12. Discussion/possible action to pass a resolution to enact a ban on open burning
13. Action to approve claims for payment
14. Action to approve automatic budget supplements
15. Action to approve personnel changes
 - a. Step increases
 - b. Temporary additional hours for the Welfare Assistant
16. Action to approve travel requests
17. Public Notices – a possible quorum of Commissioners could be in attendance at
 - a. Sioux Valley Commissioner's District meeting, August 18th in Redfield
18. Old Business
19. New Business
20. Open
 - a. Public Comments
 - b. Commission Comments
21. Action to enter into Executive session per SDCL 1-25-2

- (1) Discussion of personnel issues**
- (2) Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
- (3) Preparing for contract negotiations with employees or employee's representatives**
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)**

22. Action to adjourn until 9:00 a.m., Tuesday, August 17th, 2021; at the Codington County Court House

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Court House
14 1st Ave SE**

August 3, 2021

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, August 3, 2021, at the Codington County Court House. Commission members present were: Charlie Waterman, Myron Johnson, Troy VanDusen, and Brenda Hanten; Commissioner Lee Gabel was present via Zoom; Chair Hanten presiding. Senior 4-H Member, Jacey Orthaus, led the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the August 3, 2021 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Gabel, to approve the minutes of the July 27, 2021 meeting of the Codington County Commissioners; all voted aye; motion carried.

MONTHLY REPORTS

Senior 4-H Member, Jacey Orthaus, met with the Board. Jacey is in her 10th and final year as a 4-H Member, serves on the 4-H Promotion and Expansion Committee, belongs to the County Ramblers 4-H Club, and will be a Freshman at Minnesota State University, Mankato, studying business finance. Jacey gave the Board a brief review of Codington County Achievement days activities currently underway from August 2nd through August 5th. **Veterans Service Officer, Todd Rose**, reported: 4 DAV transports in July, 1 currently scheduled for August; Codington County's new transport van should be delivered in September; the new copy machines have been delivered to the office; works continues to become paperless in the office as much as is possible; VETRASPEC interactions have increased from 68 to 173 from Jan-Jul 2020 to Jan-Jul 2021, VETRASPEC is the software system used to submit Veteran and claim information for compensation, pension and burial claims, for processing by the VA; selection of the Codington County Veteran of the Year will take place later today; the Veterans Service Office will have a booth at Watertown's Annual Veterans'/First Responder Appreciation Day event on September 16th; and the annual Veterans Day program will be held at the Watertown High School Civic Arena on November 11th.

NICK AND MATT KRANZ PLAT ADDITION RESOLUTION

Zoning Officer, Luke Muller, reviewed the plat of the Nick and Matt Kranz Addition and noted this plat would only be recorded for the purposes of transferring property. Commissioners Waterman and VanDusen noted they have both received objections, from surrounding property owners, who are in opposition to the plat. The Zoning Officer noted adoption of this plat resolution will only authorize property to be transferred for single family residential purposes. The Board took action on Resolution 2021-24.

A Resolution to approve the platting of the Nick and Matt Kranz Addition in the County of Codington, South Dakota

BE IT RESOLVED by the County Commissioners of Codington County, South Dakota, as follows:

That an examination has been made of the plat entitled:

Nick and Matt Kranz Addition, located in the South West Quarter (SW1/4) of Section 10-T116N-R52W of the 5th P.M., in the County of Codington, South Dakota; and it appearing to the Board of County Commissioners that the arrangement of streets and alleys and the area within its jurisdiction have not been interfered with by the said plat and survey, and that the County Planning Commission of the said County has recommended approval of the said plat, and it also appearing that the plat and survey accompanying the same has been executed according to law.

NOW, THEREFORE, said plat is hereby approved and the County Auditor of Codington County, South Dakota, is hereby authorized to endorse on the said plat a copy of the Resolution and to certify to the same thereon.

The above and foregoing resolution was moved for adoption by Commissioner Gabel, second by Commissioner Hanten; and upon roll call vote of the Board, Gabel, Johnson, VanDusen and Hanten voted aye; Waterman voted no; whereupon the Chair of the Board of County Commissioners declared the same to be duly passed and adopted.

Dated this 3rd day of August, 2021, at Watertown, Codington County, South Dakota

Brenda Hanten

Commission Chair, Codington County, South Dakota

STATE OF SOUTH DAKOTA

§

COUNTY OF CODINGTON

I, the undersigned, the duly appointed, elected, qualified, and acting County Auditor of Codington County, South Dakota, do hereby certify that the foregoing is a true and correct copy of Resolution 2021-24, adopted by the Board of County Commissioners of Codington County, South Dakota.

Dated this 3rd day of August 2021, at Watertown, Codington County, South Dakota.

Cindy Brugman

County Auditor, Codington County, South Dakota

2022 BUDGET REVIEW

The Board reviewed the following 2022 budget requests: Care of Poor, Planning and Zoning, mandated budgets, and all non-profit budget requests.

TREASURERS' OFFICE CLOSURE

Treasurer, Carol Maloney, requested authorization to close her office on Wednesday, August 25th, from 12:00 PM to 5:00 PM to allow office staff to attend a training for the planned implementation of a new software, created by the State of South Dakota, for vehicle licensing. Motion by VanDusen, second by Waterman, to approve the request to close the Treasurers' office as presented by the Treasurer; all voted aye; motion carried.

MEMORIAL PARK CHIP SEAL PROJECT

Motion by VanDusen, second by Waterman, to approve a chip sealing project, at Memorial Park, in the amount of \$52,330.20, from a proposal received by Bituminous Paving, Inc., and as requested by Facilities Manager; Steve Molengraaf, who could not be present for this meeting. This project will be completed sometime after September 14, 2021 and payment of the project will be split for payments in 2021 and 2022. Upon vote of the Board; all voted aye; motion carried.

CORRUGATED METAL PIPE NOTICE TO BIDDERS

Motion by Gabel, second by Waterman, to approve a notice to bidders for corrugated metal pipe; all voted aye; motion carried. Bids will be announced at the Board's August 17th, 2021, meeting.

ABATEMENT APPLICATION

Motion by Johnson, second by Waterman, to approve an abatement application on property record #8632, in the amount of \$1,754.34; all voted aye; motion carried.

NATIONWIDE DEFERRED COMPENSATION MATCHING PLAN RESOLUTION

Motion by Gabel, second by VanDusen, to approve an adopting resolution for the County's deferred compensation matching plan with Nationwide Financial Services, Inc.; all voted aye; motion carried.

OPEN BURNING

The Board determined a ban on open burning is not required at this time, following a weekly drought report from Emergency Management Director, Jamie Torstenson. The situation will be addressed weekly during this time of minimal regular rainfall.

AUTOMATIC BUDGET SUPPLEMENT

Motion by Johnson, second by VanDusen, to approve an automatic budget supplement, in the amount of \$32,049.69, to the Emergency Management revenue and expenditure budgets, with Homeland Security grant reimbursement funds; all voted aye; motion carried.

PERSONNEL CHANGES

Motion by Johnson, second by Waterman, to approve the following personnel changes: Maria Escamilla, Correctional Officer Sergeant, anniversary step increase, step 13/\$25.85 per hour, effective July 1, 2021; Chandler Flowers, Correctional Officer, 6 mos. step increase, step 2/\$19.12 per hour, effective July 1, 2021; Kyle Lewis, Correctional Officer, anniversary step increase, step 5/\$20.99 per hour, effective July 1, 2021; Kelly Oelrich, Correctional Officer, anniversary step increase, step 9/\$23.10, effective date July 1, 2021; Kayla Schomaker, Correctional Officer, anniversary step increase, step 8/\$22.75 per hour, effective July 1, 2021; Raistlan Tschetter, Correctional Officer, 6 mos. step increase, step 2/\$19.12 per hour, effective July 1, 2021; and Jeff Riley, Seasonal Highway Maintenance II, step 1/\$18.72; all voted aye; motion carried.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Waterman, to adjourn at 10:03 a.m., until 9:00 a.m., Tuesday, August 10th, 2021; all voted aye; motion carried.

ATTEST:

Cindy Brugman

Codington County, 3 August 2021

Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$_____

Tax Deed Properties to Auction
August 10, 2021

Lots Five (5) and Six (6), of Block Fifteen (15), of the Village of Wallace, Codington County, South Dakota.

It was assessed as Non Ag. Last assessed value was \$376.

RECORD 5275 Tax Deed issued to Codington County 2/8/2021

Appraised Value \$ 165

OPENING BID \$ _____

QUIT CLAIM DEED TO BE ISSUED TO: _____

ADDRESS: _____

PHONE NUMBER: _____

TOTAL CONSIDERATION BID AT AUCTION: _____

RECORDING FEE DUE WITH BID: \$30

TRANSFER FEE DUE WITH BID: \$ _____

TOTAL TO BE PAID TO CODINGTON COUNTY TREASURER BY 3:00 p.m. 8-10-2021:

\$ _____

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in July 2021

Cash on Hand	\$10,528.22
Checks in Treasurer's possession	
less than 3 days	\$96,673.82
Credit Card Charges	\$12,198.13
Cash Items	\$508.20
TOTAL CASH ASSETS ON HAND	\$119,908.37

RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$1,000.00
Reliabank Dakota	\$40,492,530.91

INVESTMENTS

SD Public Funds Investment	\$7,254.43
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CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$40,620,693.71
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GENERAL LEDGER CASH BALANCES:

General	\$17,058,946.45
General restricted cash	\$500,000.00
Sp. Revenue	\$21,914,213.21
Sp. Revenue restricted cash	\$0.00
Custodial	\$1,147,534.05
Schools	\$ 159,702.90
Townships	\$ 117,851.31
City/Towns	\$ 51,999.27

TOTAL GENERAL LEDGER CASH	\$40,620,693.71
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Dated this 10th day of August, 2021

County Auditor

FUND CASH BALANCES REPORT AS OF 08/02/2021
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	17,058,946.45
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	17,558,946.45
204	ROAD & BRIDGE FUND	18,569,935.41
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	52,994.05
226	EMERGENCY MANAGEMENT FUND	166,025.04
228	VICTIM CRIME SERVICE FUND	47,154.61
229	DOMESTIC ABUSE FUND	1,124.00
231	W.I.C. FUND	19,126.72
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	49,247.39
250	MODERNIZATION/PRESERVATION	181,945.51
256	SEARCH & RESCUE FUND	51,197.12
290	AMERICAN RESCUE PLAN FUND	2,720,921.29
295	RURAL ACCESS INFRASTRUCTURE	54,542.07
	TOTAL AT FUND GROUP:	21,914,213.21
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	159,702.90
722	CIVIL TOWNSHIPS FUND	117,851.31
723	CITIES AND VILLAGES FUND	51,999.27
724	WATER DEVELOPMENT DIST. FUND	1,013.48
725	ADVANCE TAX COLLECTION FUND	.00
726	REGISTER OF DEEDS FUND	2,466.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	.00
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	675,362.89
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	4,381.11
758	BOOKMOBILE FUND	312.05
766	LAW LIBRARY FUND	10,604.66
769	MODERN/PRESERATION RELIEF	2,540.00
770	FIRE DEPT. MONIES	121,299.58
	TOTAL AT FUND GROUP:	1,147,534.05
	TOTAL:	40,620,693.71

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF JULY, 2021

The sum of **\$52,358.20** in fees has been collected by me as Register of Deeds for JULY, 2021

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of JULY, 2021

Ann Rasmussen
Register of Deeds

Subscribed and sworn to before me this 2 day of Aug 2021

Cindy Bruggma

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 256.00
County General Fund (\$5.00)	\$ 640.00
State EVRSS Fund (\$5.00)	\$ 640.00
State General Fund (\$3.00)	\$ 384.00

TOTAL \$ 1,920.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 410.00
State General Fund (\$4.00)	\$ 328.00
State EVRSS Fund (\$6.00)	\$ 492.00

TOTAL \$ 1,230.00

Receipt Totals

By Date: 7/1/2021 12:00:00 AM - 7/30/2021 11:59:59 PM; Departments: All; Cash based.

Codington County

Monday, August 02, 2021 10:11 AM

Summary:**Receipt Item Totals**

	Paid	Charged	Debited	Total
Document:	\$44,058.50	\$2,160.00	\$0.00	\$46,218.50
Non Document:	\$4,797.50	\$1,534.30	\$0.00	\$6,331.80
Subtotal:	\$48,856.00	\$3,694.30	\$0.00	\$52,550.30

Payment on Account Totals

Applied:	\$3,502.20
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$3,502.20

Payments & Refunds

ACH:	\$4,805.00
Cash:	\$3,567.50
Check:	\$43,925.70
Money Order:	\$60.00
Total:	\$52,358.20

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00	\$290.00	\$290.00	\$0.00	\$0.00
101-0-341.21	\$12,582.00	\$11,373.00	\$1,209.00	\$0.00
101-0-341.22	\$30,415.50	\$30,415.50	\$0.00	\$0.00
229-0-321.00	\$870.00	\$870.00	\$0.00	\$0.00
726-0-209.00	\$2,100.00	\$1,760.00	\$340.00	\$0.00
101-0-341.29	\$3,595.70	\$1,897.50	\$1,698.20	\$0.00
250-0-341.21	\$1,503.00	\$1,350.00	\$153.00	\$0.00
769-0-209.00	\$1,002.00	\$900.00	\$102.00	\$0.00
Total:	\$52,358.20	\$48,856.00	\$3,502.20	\$0.00

REQUEST FOR SURPLUS PROPERTY DECLARATION

I, Brad Howell, Sheriff of Codington County, South Dakota, hereby request that the property listed below be declared as surplus property:

1. 1-398 Pinter, HP Laserjet, M601N, S/N CNCCF510HM
2. 1-010 Typewriter, Swintec 2640, S/N A0Y300096

Dated this 29th day of July, 2021.



Brad Howell, Sheriff

DECLARATION OF SURPLUS PROPERTY

The property listed above has been declared surplus this _____ day of _____, 2021. The property is to be destroyed.

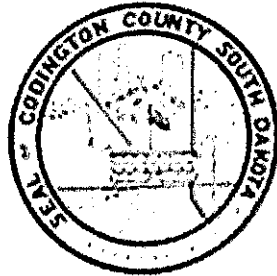
CODINGTON COUNTY BOARD OF COMMISSIONERS

By: _____
Chairman

FILED

JUL 30 2021

CODINGTON COUNTY AUDITOR



Codington County
South Dakota

POOR RELIEF GUIDELINES

Guidelines For Codington County Welfare Services, South Dakota

Adopted by Codington County Commission

Date: _____

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SECTION I: Statement of Purpose

Codington County Commission recognizes its legal responsibility to provide assistance to indigent residents of the County under SDCL 28-13. Further, as specified in State Law (SDCL Ch. 10-12; SDCL 7-8-20 (7), the County realizes the fiscal limitations of its tax base and any other resource(s) available for the provision of assistance to indigent persons. South Dakota Codified Laws may be found at: <http://legis.state.sd.us/statutes/index.aspx> .

Codington County resolves to administer poor relief equitably and efficiently to provide the necessary resources to those most in need. Accordingly, the County adopts these written guidelines to insure a fair and equitable process for distribution of assistance.

To assure the efficient and equitable allocation of the County's resources, which are limited by a determined property tax base, eligibility and limitations are necessary and are guided by program requirements and Guidelines. The Guidelines may be waived for good cause at the discretion of the Welfare Director. In the event of any conflict, State and/or Federal statute shall supersede.

SECTION II: Definitions

Unless the context requires otherwise, the terms used in these Guidelines are defined as follows:

1. **APPLICANT:** The person seeking assistance, the person on whose behalf assistance is sought by a representative, or the person for whom assistance is sought by a hospital in an "emergency" case as that term is defined in SDCL 28-13-27 or in the event of a death, by a relative, friend or funeral home as discussed in SDCL 28-17.
2. **BOARD:** The Codington County Commission, which is the authority that sets guidelines and policy.
3. **COUNTY:** The Codington County Welfare department (CCW) designated by the Board to administer the Poor Relief Program in the County.
4. **GOOD CAUSE:** A serious or life-threatening emergency whereas harm would likely come to the applicant if assistance was to be withheld.
5. **INDIGENT PERSON:** Any person who is determined to be indigent in accordance with South Dakota law in SDCL 28-13 and these guidelines.
6. **CCW:** Codington County Welfare office.
7. **NOTICE OF ACTION (NOA):** Each applicant shall receive a Notice of Action documenting their request and action taken by CCW.
8. **RECIPIENT:** The person receiving assistance under these Guidelines.

9. RESIDENT: Any person who has established residency in the County, as residency is defined in SDCL 28-13-2 to 28-13-16.2, inclusive.
10. RESOURCES: Current assets and income and all financial support to which a recipient is legally entitled or could procure through reasonable efforts including health insurance which was available to an applicant prior to a need for such insurance.
11. REPRESENTATIVE: The person who is making application on behalf of the applicant.

SECTION III: General Administration

- A) PUBLIC ACCESS TO GUIDELINES: A copy of the current Guidelines will be on file with the County Auditor for public review and inspection during normal business hours. The County may make them available via other means, such as posting them on the Codington County website. The Guidelines are subject to periodic review and may be changed by the Board. Any changes made to the Guidelines shall take effect prospectively.
 - B) CONFIDENTIALITY: Information given by or concerning any applicant or recipient of assistance shall be considered confidential. Such information shall not be publicly divulged by County employees or Commissioners except:
 1. Upon written authorization of the applicant or recipient.
 2. Upon appropriate order from a competent court.
 3. When the safety of an individual is at risk or a person or society is threatened.
 4. As otherwise provided by South Dakota law.
- Codington County Welfare staff is required to report child and elderly abuse and neglect.
- C) NON-DISCRIMINATION: The CCW office shall not discriminate among applicants for or recipients of assistance on the basis of the individual's race, color, creed, religion, sex, ancestry, national origin, handicap, marital status, sexual orientation, age or any other characteristic afforded protection by Federal or State laws. Reasonable access shall be provided to applicants with a disability.
 - D) RESOURCE OF LAST RESORT: County assistance shall be a resource of last resort, available only after all other personal resources, governmental programs, insurance benefits, family assistance, and housing resources such as low-income housing and shelters have been exhausted.
 - E) CONTINUING ASSISTANCE: County assistance is not a program of general assistance on a continuing basis. Each request for assistance is considered a one-time request. Any additional assistance will be considered only upon a new request and application or recertification of a prior application. Exceptions to this would be for specific Codington County Welfare case management programs/services or situations where a temporary issue warrants longer term assistance at the Director of Welfare discretion.

F) OBLIGATION IN THE PRESENCE OF PUBLIC ASSISTANCE: The County shall consider all other forms of public assistance/benefits (Federal and State) in determining eligibility. The receipt of federal, state, or other assistance/benefits (such as, but not limited to Social Security) may be considered satisfaction, in whole, of the County's obligation under SDCL 28-13.

G) CONDITIONS OF COUNTY ASSISTANCE: The following conditions may be made a part of any grant of assistance:

1. WORKFARE. When assistance is granted, the applicant may be required to perform labor or other services of public nature commensurate with the amount of assistance granted. (SDCL 28-13-20).
2. CONTRACT TO REPAY. When assistance is granted, the County may enter into an agreement for the repayment of assistance under the terms and conditions the County deems appropriate. Any agreement may be evidenced by a note or contract. (SDCL 28-13-20).
3. LIENS. When assistance is granted, the lien provisions of SDCL 28-14 apply. In accordance with SDCL 28-14-15, the County shall be entitled to enter into agreements for the satisfaction or compromise of such liens, and it shall only release such liens under circumstance which the County deems appropriate. Liens are not applied when assistance for food pantry referrals, birth certificates, ID's or transportation for transients/nonresidents is provided.
4. JOB CONTACTS. Applicants and recipients for assistance may be required to verify attempts that have been made to obtain employment.
5. CHILD SUPPORT. Applicants are to be identifying and securing all financial assistance options, including child support.

H) DISQUALIFICATIONS: Assistance may be denied or terminated for any of the following reasons:

1. The person has knowingly made a false statement, with intent to defraud, as to his/her financial status or other required information, or in any way has intentionally deceived the County in order to receive assistance. (SDCL 28-13-16.2)
2. The person assigned or transferred property at any time before or after making application for purposes of becoming eligible for assistance. (SDCL 28-13-43)
3. The person has failed to responsibly perform the duties set forth in these Guidelines.
4. The person has refused without just cause to report for work required as a condition of the assistance or has failed to comply with any other requirements made as a condition of the assistance. The County may bring an action to recover any or all assistance obtained under improper qualifications.

5. In the event that transient/nonresident have received assistance for transportation out of town, and returns to Codington County, the applicants are ineligible for CCW assistance for a minimum of three years from the date of assistance provided.
- I) SUBROGATION: When assistance is provided under this program or under the laws of this State to any person who subsequently becomes eligible for benefits from another program or source, any retroactive benefits or payments provided from such other program or source must be repaid in full.
- J) REIMBURSEMENT: The Board shall exercise its right to reimbursement for the assistance provided to anyone pursuant to SDCL 28-13.
- K) SEVERABILITY: If any provision of these Guidelines or the application of the same, is held to be invalid by a competent court, the remainder, to the extent reasonably possible, shall remain in full force and effect.

SECTION IV: The Applicant's Right to Know

Applicants shall be informed of the following upon making application:

1. The eligibility requirements;
2. The type of assistance available to eligible applicants and recipients as noted in SDCL 28-13.
3. The applicant's responsibility for reporting all the information necessary to determine eligibility;
4. The applicant's responsibility for notifying the County of any change in circumstances which may affect eligibility;
5. The types of verification needed;
6. The fact that an investigation will be conducted to substantiate the facts and statements made by the applicant and that this investigation may take place prior to, during, and/or after the applicant's receipt of assistance;
7. Other programs of assistance or service for which the applicant may qualify;
8. The implications of a lien being placed, pursuant to SDCL 28-14, on property owned by the applicant for any financial assistance given; and
9. CCW shall inform the applicant in writing that assistance of a stated kind or amount has been approved or denied, with the reasons for denial.

10. The applicant's right to a review if denied assistance, and the manner in which such review may be obtained.

SECTION V: Emergency Services (Shelter, Utilities, Food, Personal Hygiene, Transportation, Burial, Dental, Medications and ID/Birth Certificates)

1. Eligibility

ORDINARY ELIGIBILITY

- A) REQUIREMENTS: Before receiving any assistance, each applicant must be determined indigent as required by SDCL Ch. 28-13 as amended. This determination shall be made by examining the applicant's total resources (including current assets and income) and total economic needs. Wherever appropriate (i.e., where there exists a legal duty of support among family members), that determination shall also include a review of family size, total family economic resources and total family economic needs.
- B) RESIDENCY: In order to be entitled to assistance of ordinary eligibility, each applicant must:
 1. Prove County residency by demonstrating personal presence in a fixed, permanent abode with intent to remain there, in conformity with SDCL 28-13-3 or as otherwise provided by state law.
 2. Present proof of identification by providing a photo ID (government issued) and Social Security card.
 3. If the applicant is not a citizen of the United States, they shall present their passport and/or documentation of their legal status in the U.S. Applicants who have been sponsored into the U.S., whereby that sponsor has attested that they are financially responsible for the applicant, will be denied assistance for five years.
 4. Await County verification of the application pursuant to administrative procedures and comply with all requests made by the county, as authorized and established herein.
- C) ELIGIBILITY - INCOME AND RESOURCES: In order to qualify for assistance, each applicant must satisfy the following criteria simultaneously, subject to the conditions explained under each:
 1. Ownership of personal property with a fair market value of \$10,000 for a family or \$5,000 for an individual or real estate held as a personal homestead exceeding \$60,000 in equity may disqualify an applicant from receiving County assistance.
 2. CCW in computing the total value of the individual resources owned, shall consider all property presently owned according to the amount of equity presently

accessible to said owner at the time of application, regardless of whether or not such property may be exempt from process under South Dakota law. Such ownership includes items such as real and personal property (except the homestead as previously set out), investment property, royalties, contract claims, insurance and retirement benefits, motor and recreational vehicles, personal household goods and furnishings and any other assets with monetary value.

3. CCW shall also consider all other forms of public assistance/benefits already vested in the applicant such as Federal and State housing subsidies up to the amount the client would be eligible to receive from the County. The dollar amounts vested into the applicant by Federal and State housing subsidies shall not be double counted and will be identified as a resource that the County may not supplement. The receipt of monthly Federal or State assistance/benefits (such as, but not limited to Social Security) may satisfy any obligation of the County under SDCL 28-13.
4. CCW will use the income guidelines based upon the Federal Poverty Standard (Appendix A). No applicant may have gross monthly income in excess of the amounts shown in Appendix A and be eligible for assistance. These Guidelines will be automatically updated per release of new Federal Poverty Standards on an annual basis.

D) UNEMPLOYMENT: In the absence of emergency conditions, applicants who refuse or quit employment, without cause, shall be ineligible for assistance for a period of thirty (30) days from the receipt of the last paycheck. Cause for refusing or quitting employment is limited to the reasons found in SDCL 61-6-13.1.

TEMPORARY ELIGIBILITY

Regardless of actual residency, but upon a proper showing of need, the county may grant the applicant temporary assistance for a period not to exceed thirty (30) days. All temporary assistance shall cease upon a showing of ordinary eligibility. Temporary assistance may be awarded in any amount up to, but not exceeding, the assistance that would otherwise be available under ordinary eligibility. Although the applicant shall simultaneously seek out other available resources, temporary assistance may be allowed in situations such as:

- a. An emergency threatening the applicant's life or health (i.e., tornado, flood, fire, sudden illness or injury, etc.);
- b. An unexpected misfortune during travels;
- c. An administrative delay in receiving other available assistance; or
- d. A stranded non-resident without other resources.

2. Application

A) APPLICANT: Any person has the right to apply for assistance; however, minors or legally declared incompetent persons may apply only through a parent or legal guardian. The applicant

may appear in person or through a representative with a signed, notarized and dated authorization to act as representative.

The applicant or representative must complete and sign the necessary CCW application forms. CCW shall review the application and secure a complete case history from the applicant (or the applicant's representative as appropriate).

B) **APPLICANT'S RESPONSIBILITIES:** The applicant's responsibilities at time of the initial application and continuing thereafter are:

1. The applicant shall provide accurate, complete, and current information relevant to the applicant's individual resources and needs, location and circumstances of next of kin or other lawfully responsible persons.
2. The applicant shall produce acceptable photo identification, social security number and other identifying information necessary to facilitate the placing of a lien pursuant to SDCL 28-14. If the applicant is unable to produce the required identification, the county may extend temporary assistance, not to exceed thirty (30) days, while the necessary ID is procured, but no continuing assistance will be provided without appropriate identification. Exception to this would be for emergency transportation for a transient person where limited assistance is provided.
3. If continued or additional assistance is requested, a new application or request and recertification must be completed. The prior receipt of assistance from the County shall not automatically eliminate an applicant from receiving assistance.
4. The applicant shall comply with CCW on any reasonable investigation to determine eligibility.
5. The applicant shall cooperate to seek and secure employment.
6. The applicant shall apply for and/or use other available resources known, made known, or available to the applicant which may reduce or eliminate the need for assistance if the applicant is eligible for such alternative resources.
7. The application shall not be considered complete until all information necessary to determine eligibility has been provided.
8. The applicant shall notify the County of any changes in circumstances which may affect eligibility.

C) **INTERVIEW:** Staff will interview the applicant to review the application and make a determination. If the person appears to be intoxicated, the County may postpone to a later time any consideration of the request for assistance.

- D) **DECISION/NOTIFICATION:** The County shall make a final decision and give written notice concerning the applicant's eligibility within five (5) business days after the signature on a completed application and all information needed for eligibility purposes has been provided and verified. Once a decision has been made, CCW shall inform the applicant in writing (Notice of Action) that assistance of a stated kind or amount has been approved or denied, with the reasons for denial.

3. Types of Assistance

A) SHELTER

1. Rent or mortgage assistance (only principal and interest), are available in the amounts set forth in Appendix B, and are set by the Codrington County Commission.
2. Assistance will not be granted for the following:
 - a. Rent paid to immediate family members
 - b. Rent for minor children who are living outside their parents'/guardians' home
 - c. Rent for residents of subsidized housing except those applicants who pay a minimum rent regardless of their income
 - d. Rent for garage
 - e. Late fees or attorney fees
3. **Emergency Shelter.** Community resources such as emergency shelters are to be utilized first. When emergency shelters and all other possible resources are not an option, County assistance may be provided at the discretion of CCW to pay for a motel room on a temporary basis.

- B) **UTILITIES ASSISTANCE:** Assistance for utilities may be provided when notice of termination has been given by a utility company or energy supplier. The County may, in direct negotiation with such company or supplier, pay for the applicant's actual arrearages, but will not be responsible for the deposit, late fees, or reconnect fees. A maximum of \$420 per calendar year may be approved. When providing assistance for utilities, all other public resources, i.e., TANF, LIEP, ECIP, ICAP, etc, must have been exhausted prior to assistance being provided by the County.

C) FOOD ASSISTANCE

1. Applicants for emergency food requests shall apply for benefits available under the Federal SNAP Program.
2. As partial or full satisfaction of an applicant's need for food assistance, the applicant may be referred to any available public or private food program.

3. The dollar amount of the Emergency food voucher will be based on SNAP allowances.

D) **TRANSPORTATION ASSISTANCE:** Help for emergency transportation (gas and out of town bus tickets) may be provided when the applicant has a verifiable job or are unable to work because of a verifiable illness/disability. Help to people stranded or moving may be given up to \$155 for bus ticket per person or up to 20 gallons of gasoline and 3 quarts of oil, at the discretion of the caseworker. Should the applicant return to Codrington County, the applicant is ineligible for CCW assistance for a minimum of three years from the date of assistance.

E) **BURIAL AND FUNERAL ASSISTANCE:** When an indigent person dies, the County has a responsibility for burial. Statute 34-26-16 states that when a person is married, duty of burial falls to the husband or wife. If there is not a husband or wife, duty falls to kindred being of adult age. If there is no kindred, responsibility falls to CCW. Family with sufficient means to defray the cost of burial will not be considered for County assistance. If no family accepts responsibility, a friend of the deceased may apply for burial/funeral assistance per SDCL 34-26A-2. The authorization for cremation will be the same as burial. Per Statute 28-17-2, whenever any person who is destitute and has no estate, and has no one legally bound for funeral expenses, and where there is no other source to pay the cost of burial expense, the funeral expenses shall then be borne by the County of which the deceased was a resident at time of death, and if no residence can be fixed, then by the County by which the death occurred.

1. For County residents who die in a state of indigency or who are otherwise qualified under SDCL 28-17, the Codrington County Welfare fees for burial and funeral assistance are all-inclusive and are listed in Appendix C; the level of service shall be chosen by next of kin, if any exist:

2. The above fee is inclusive of all expenses and include:

- a. Removal of the body from the hospital, home or institution within the city limits to the funeral home.
- b. Professional care of the remains to include preparation of the body and embalming.
- c. Casket
- d. Use of funeral home for memorial services per family wishes.
- e. Transportation of the body and casket by funeral coach to local cemetery.
- f. Public notice of the death and any services. This can be accomplished through a newspaper listing or notice within the funeral home ad. A newspaper listing cannot be eliminated because the deceased was indigent. If the family chooses not to have a newspaper listing this can be eliminated with notification to Codrington County Welfare.

3. A funeral approved by Codrington County Welfare excludes the following.

- a. Tent at cemetery
- b. Gratuities
- c. Memorial cards
- d. Clothing costs
- e. Flowers
- f. More than one visitation event

g. Urn for cremation

4. The selection of the funeral home shall be determined by decedent prior to death, the decedent's family, or by any other person legally entitled to make such decisions. The funeral home shall make a referral to Codington County Welfare as soon as possible after an individual passes away. All supporting documentation will need to be submitted to the County by the family before a decision is made. If documentation is not received within five (5) business days, the case will be closed.
5. When the decedent has a death benefit paid to the survivor/estate, the charges to the County shall be adjusted by that amount. It is the survivor's responsibility to reimburse the funeral home for that amount.
6. If the deceased does not have a plot, then the city cemetery may be utilized. Veterans may be buried in the designated Veteran area of the cemetery. Determination of eligibility for the county to cover the cost of opening and closing the grave is determined separately from eligibility for funeral coverage.
7. County payment must be authorized prior to the funeral home providing any type of service. In determining eligibility for assistance on the costs of a burial; the ability of the surviving family members to pay the burial cost will be the determinant for County assistance subsequent to the indigency of the deceased.
8. Surviving spouse or parent of a minor child will be subject to a lien for the cost of the burial/funeral.
9. A lien will be placed on the deceased for a period of 2 years for the cost of the burial/funeral.
10. Payment by Codington County for the approved funeral expenses to the funeral home represents payment in full and no further claims may be made against the County or the applicants/representatives of the deceased.

F) OTHER:

1. Personal Hygiene and Household Items. For good cause shown, a non-food voucher may be issued to allow for the purchase of personal items.
2. Birth Certificates and State of SD photo identification. For employment or housing purposes, Codington County may provide financial assistance in obtaining a state photo identification card and/or a birth certificate on a one-time basis.
3. Dental: Assistance may be provided for emergency dental care in accordance with Medicaid rates and rules. This assistance will be provided after other community resources have been exhausted. Pre-authorization is required and retroactive payments for services already rendered will not be approved.

4. Eye Care: Assistance may be provided for eye care when necessary for employment and after other community resources have been exhausted. Pre-authorization is required, reimbursement shall be at Medicaid rates, and payment will not be made on services already rendered.
5. Medications: The County may purchase only medically prescribed medications or over-the-counter medications ordered by a physician and needed on an emergency basis. No payment will be made for medications not approved by the F.D.A. Generic medications shall be used unless otherwise prescribed and medically required and physician approved.

SECTION VI: Medical Assistance

1. Eligibility

- A) INDIGENT REQUIREMENTS: Before receiving any assistance, each applicant must be determined indigent as required by SDCL Ch. 28-13 as amended. This determination shall be made by examining the applicant's total resources (including current assets and income) and total economic needs. Wherever appropriate (i.e., where there exists a legal duty of support among family members), that determination shall also include a review of family size, total family economic resources and total family economic needs.

No medical assistance shall be provided unless the person is qualified as "indigent" both at the time of admission to the hospital and at the time of the application for assistance. If the applicant is indigent, but later achieves self-sufficiency and the capacity to meet obligations as they become due, the amount of assistance shall reflect this later capacity and the applicants' attainment of self-sufficiency.

Codington County shall follow SDCL 28-13-27 for determination of "Indigent by Design".

RESIDENCY: When an applicant moves to the County from another county in South Dakota, medical costs for the new resident will be the responsibility of the county from which the applicant moved for the first sixty days. As defined in SDCL 28-13-14, residency is not established by residence in a health care facility.

The hospital or care-provider is expected to make an initial determination of the residency of any applicant given emergency medical assistance. The hospital or care provider is responsible for notifying the County pursuant to SDCL 28-13-34.1; however, the County reserves the right to review and re-determine that initial decision.

In order to be entitled to assistance, each applicant must:

1. Prove County residency by demonstrating personal presence in a fixed, permanent abode with an intent to remain there, in conformity with SDCL 28-13-3 or as otherwise provided by state law.
2. Present proof of identification by providing a photo ID (government issued) and Social

Security card.

3. If the applicant is not a citizen of the United States, they shall present their passport and/or documentation of their legal status in the U.S. Applicants who have been sponsored into the U.S., whereby that sponsor has attested that they are financially responsible for the applicant, will be denied assistance for five years.
4. Await County verification of the application pursuant to administrative procedures and comply with all requests made by the county, as authorized and established herein.

B) ELIGIBILITY - INCOME AND RESOURCES: Financial eligibility is based on several factors.

1. Codington County uses Federal Poverty Standard (Appendix A) for medical care that is preauthorized.
2. For emergency hospitalizations claims Codington County will follow State Statutes and the Ability to Pay Form for determining financial eligibility.
3. If a person is determined "Indigent By Design" as defined by State Statute, assistance will not be provided for either preauthorization or emergency care.
4. In the case that a claim is submitted to the State Catastrophic Pool for reimbursement, then the Ability to Pay Form must be completed and submitted for both preauthorization and emergency requests.

C) OTHER RESOURCES/ASSISTANCE: No medical assistance will be provided when an applicant is eligible for care through other resources such as Medicare, Medicaid (CHIP), Veterans Administration, Public or Indian Health Service or insurance.

D) TRANSIENT ELIGIBILITY: Regardless of actual residency, but upon a proper showing of need, the County may grant the applicant temporary assistance for a period not to exceed thirty (30) days. The transient person would still need to meet all other terms of eligibility. Although the applicant shall simultaneously seek out other available resources, temporary assistance may be allowed in situations such as:

1. An emergency threatening the applicant's life or health (i.e., tornado, flood, fire, sudden illness or injury, etc.);
2. An unexpected misfortune during travels;
3. A stranded non-resident without other resources.

2. Application

A) APPLICANT: Any person has the right to apply for assistance; however, minors or legally declared incompetent persons may apply only through a parent or legal guardian. The applicant may appear in person or through a representative with a signed, notarized and dated authorization to act as representative.

The applicant or representative must complete and sign all necessary CCW application forms along with release of information forms from the medical provider. CCW shall review the application and secure a complete case history from the applicant (or the applicant's

representative as appropriate).

B) **APPLICANT'S RESPONSIBILITIES:** The applicant's responsibilities at time of the initial application and continuing thereafter are:

1. The applicant shall provide accurate, complete, and current information relevant to the applicant's individual resources and needs, location and circumstances of next of kin or other lawfully responsible persons.
2. The applicant shall produce an acceptable identification (preferably a valid driver's license), social security number and other identifying information necessary to facilitate the placing of a lien pursuant to SDCL 28-14.
3. If continued or additional assistance is requested, a new application or request and recertification must be completed. The prior receipt of assistance from the County shall not automatically eliminate an applicant from receiving assistance.
4. The applicant shall comply with CCW on any reasonable investigation to determine eligibility.
5. The applicant shall cooperate to seek and secure employment.
6. The applicant shall apply for and use other available resources known or made known to the applicant which may reduce or eliminate the need for assistance if the applicant is eligible for such alternative resources.
7. The applicant shall notify the County of any changes in circumstances which may affect eligibility.

C. **INTERVIEW:** Staff will interview the applicant to review the application and make a determination. If the person appears to be intoxicated, the County may postpone to a later time any consideration of the request for assistance.

D. **DECISION/NOTIFICATION:** The County shall make a final decision and give written notice concerning the applicant's eligibility. Once a decision has been made, CCW shall inform the applicant in writing (Notice of Action) that assistance of a stated kind or amount has been approved or denied, with the reasons for denial.

E. **HOSPITAL APPLICATION:** This application is sent by the hospital to the County of residence for persons of indigent status. Pursuant to SDCL 28-13 this application must be submitted within one (1) year of the discharge date to the County Auditor/Welfare office. If this application is not sent in the time allotted, the County is not liable for the person's hospital expenses.

3. Medical Specific Guidelines

- A. There shall be a distinction between "emergency" and "non-emergency" medical and/or hospital care assistance.
 - 1. Non-emergency procedures, also referred to as pre-authorizations, are not required by statute, and approval is dependent on the status of the CCW budget. The budget will be reviewed quarterly to determine the ability of the County to provide this financial assistance and will be at the discretion of the CCW director. For non-emergency assistance, the applicant shall first make application and receive the County's approval for such assistance prior to the actual receipt of the care. The County shall expect direct involvement of the applicant; and only secondary involvement from the care-giver.
- B. Priorities for Assistance: Medical assistance shall be provided in the following priority: hospital expenses, doctor expenses, and auxiliary medical expenses. The County is not bound by statute to fund the latter two categories of expense and reserves the right to make partial payment of said expenses, as circumstance may dictate. Reimbursement may be made at the Medicaid rates and rules and acceptance of County payment represents payment in full for charges claimed even if payment is less than the actual charge. If payment is accepted, no further claims can be made against the County or the recipient.
- C. Childbirth: All costs related to the birth of a child are the responsibility of the parents. The County is not liable for the cost of medical care related to the birth of a child or costs related to miscarriage or delivery by caesarean section.
- D. Organ Transplant and Extra Ordinary Care. Any care which is projected to cost more than 5% of the CCW medical budget will not be granted until the following is established:
 - 1. That the same is available to non-indigent residents of the County. This may be established by the receipt of letters from three insurance companies doing business in the state verifying that insurance coverage is available for such care;
 - 2. That the care will not jeopardize the funding of health care services already available within the county;
 - 3. That the care is reasonable and necessary;
 - 4. That the care provider has determined that the individual in need of the organ transplant is medically, psychologically and socially qualified to receive the transplant according to criteria established by the care-provider; and
 - 5. That there is a reasonable expectation that there will be a significant improvement in the individual's duration or quality of life as a result of the transplant.
- E. Medical Equipment: Medical equipment may be purchased or rented when prescribed by the attending physician. Retroactive payment for purchase/rental shall not be made. Equipment not on Medicaid's approved list will not be covered by CCW.

G. Catastrophic Fund: Codington County will participate in the Catastrophic County Poor Relief Program, administered by the SD Association of County Commissioners.

SECTION VII: Human Services Center

Eligibility, and application shall follow the Guidelines of Emergency Services in Section V.

- A) Mental Illness (Voluntary): Codington County may consider payment for the admittance fees to the Human Services Center (HSC) only. For consideration, the person must be a County resident for 60 days, indigent, meet the Emergency Services income limits (Federal Poverty Standards) and be referred by a licensed mental health provider. Payment of such fees are voluntary on the part of Codington County, must be pre-authorized by CCW, and are not required by State law.
- B) Drug and Alcohol Treatment: Treatment for chemical dependency may be authorized if the applicant has not been in any residential alcohol treatment program within the twelve (12) months prior to application. The County will authorize payments only to Human Services Center for voluntary treatment of alcoholism and payment will be for the admittance fees only. For consideration, the person must be a County resident for 60 days, indigent, meet the Emergency Services income limits (Federal Poverty Guidelines) and be referred by a licensed mental health provider. Payment of such fees are voluntary on the part of Codington County, must be pre-authorized by CCW, and are not required by State law.

SECTION VIII: Notice of Review for Denial: Appeal

- A) NOTICE: Whenever a decision is made to grant or deny assistance, a written notice of the action (NOA) shall be given personally or by mail to the applicant at the applicant's last known address. If the application is denied or the County proposes to terminate, suspend or reduce assistance, the notice shall contain:
 - 1. A statement of the reason for the denial or proposed action; and
 - 2. A statement advising the person of his/her right to a review hearing and the procedure for such review. All decisions denying or limiting assistance shall be made known to the applicant in writing. When a decision adversely affects the person, the person shall be notified that he/she has 15 business days to appeal the decision. The applicant shall also be notified of the procedures necessary for filing an appeal.
- B) APPEAL: Whenever an applicant has received notice of denial, the person(s) adversely affected may thereafter request an appeal.

The procedure for appeals for a Case Review is as follows:

- 1. The applicant must notify CCW in writing of his/her request for appeal within 15 business days of the date the notice of action was written.
- 2. The CCW director or designee will meet with the applicant for a Case Review of the decision within five (5) business days of the receipt of the request.

3. The CCW director or designee will review the case for appropriate action and may at that point uphold or reverse the decision of the caseworker. A notice of action detailing the decision will be provided to the applicant within five (5) business days following the receipt of all information required to determine eligibility.

The procedure for appeals to the County Commission is as follows:

1. The applicant must notify the County Commission Office in writing of his/her request for appeal.
2. Within five (5) business days following the request for an appeal, the County Commission Office shall set a time and place for the appeal hearing. The time and place shall be during the next regularly scheduled Commission meeting, if reasonably possible.
3. The Commission Office shall notify the person in writing of the time and place of the hearing that he/she has the right to personally appear before the Commission, to call witnesses, to present information, and to be represented.
4. The Commission shall consider the appeal de novo, taking into consideration any information that may be presented at the time of the appeal. The auditor shall keep a record of the hearing.
5. Within five (5) business days following the hearing, the Board shall render a decision based on the facts presented at the hearing and shall provide the person with a written notice of its decision. If the hearing does not provide the assistance desired or requested by the person, the notice shall contain information indicating that he/she may seek assistance as provided in SDCL 28-13-40.

The applicant(s) shall enjoy the right to an impartial hearing, the right to be personally present, the right to be represented by counsel at his or hers own expense, the right to produce evidence and participate in the proceedings, the right to subpoena and cross examine witnesses as allowed by law, and the right to written notices and record of the decisions made therein.

APPENDIX A INCOME GUIDELINES

Source: Federal Poverty Standards

Income Guidelines (effective 01/13/21):

(Based on Federal Poverty Standard and Consistent with SD Poor Relief Statutes)

<u>HH #</u>	<u>Month</u>	<u>Annual</u>
1 Person:	\$1,073	\$12,880
2 People:	\$1,452	\$17,420
3 People:	\$1,830	\$21,960
4 People:	\$2,208	\$26,500
5 People:	\$2,587	\$31,040
6 People:	\$2,965	\$35,580
7 People	\$3,343	\$40,120
8 People	\$3,722	\$44,660

(For HH with more than 8 persons, add \$4,540 for each additional person)

APPENDIX B HOUSING ALLOWANCE

Source: Codington County Commission Updated:

The maximum rental supplement, per household per month, shall not exceed the following, excluding utilities.

a. Studio/ 1 bedroom	(1-3 people)	up to \$600
b. 2 bedroom	(3 to 5 people)	up to \$800
c. 3 bedroom	(5 to 6 people)	up to \$900
d. 4 bedroom	(7 people or more)	up to \$1000

APPENDIX C FUNERAL ASSISTANCE

- a) Cremation only. No memorial services. \$2575
 - a. This may include an opportunity for the viewing of the body per family desire
- b) Cremation with memorial service. \$2575
 - a. Services are either family/public. A family viewing does not qualify as a service. May include burial of ashes.
- c) Traditional funeral/memorial service with burial: \$3952
- d) Opening/closing of the grave \$565

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Auditor

Name of traveling employee Cindy Brugman

Employee title Auditor Employee status exempt X nonexempt

Purpose of travel 2021 SDACO Annual Conference

Method of transportation County Vehicle if available

Destination Rapid City, SD

Departure date and time 9/12/2021 10:00 AM Destination arrival date and time 9/12/2021 5:00 PM

Return departure date and time 9/15/2021 12:00 PM Return arrival date and time 9/15/2021 8:00 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) TBD

Lodging expense \$400.00 EST.

Meals TBD Registration 185.00

Other costs

Overtime costs involved in the requested travel no

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? n/a

Yes No If no, why

Is this travel a budgeted item? Yes X No

County Commission

Travel request approved: yes no Comments

Commission Chairman, Date

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Treasurer

Name of traveling employee Carol Maloney

Employee title Treasurer Employee status exempt X nonexempt

Purpose of travel 2021 SDACO Annual Conference

Method of transportation County Vehicle if available

Destination Rapid City, SD

Departure date and time 9/12/2021 10:00 AM Destination arrival date and time 9/12/2021 5:00 PM

Return departure date and time 9/15/2021 12:00 PM Return arrival date and time 9/15/2021 8:00 PM

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) TBD

Lodging expense \$400.00 EST.

Meals TBD Registration 185.00

Other costs

Overtime costs involved in the requested travel No

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? n/a

Yes No If no, why

Is this travel a budgeted item? Yes X No

County Commission

Travel request approved: yes no Comments

Commission Chairman, Date

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Register of Deeds

Name of traveling employee Ann Rasmussen

Employee title Register of Deeds Employee status exempt ☒ nonexempt ☐

Purpose of travel 2021 County Convention

Method of transportation TBD

Destination Rapid City

Departure date and time 9/12 TBD Destination arrival date and time 9/12 TBD

Return departure date and time 9/14 TBD Return arrival date and time 9/14 TBD

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) 300.00

Lodging expense 202.00

Meals 30.00 Registration 185.00

FILED

Other costs _____ JUL 30 2021

Overtime costs involved in the requested travel NA

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs? **CODINGTON COUNTY AUDITOR**

Yes _____ No _____ If no, why NA

Is this travel a budgeted item? Yes ☒ No ☐

County Commission

Travel request approved: yes _____ no _____ Comments _____

Commission Chairman, _____ Date _____

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Commission Chairman, _____ Date _____

CODINGTON COUNTY

INDIVIDUAL EMPLOYEE TRAVEL REQUEST

Department Highway

Name of traveling employee Rick Hartley

Employee title Hwy. Supt. Employee status exempt ☒ nonexempt ☐

Purpose of travel County Convention

Method of transportation County pickup CO 10117

Destination Rapid City, SD

Departure date and time 9/12/21 am Destination arrival date and time 9/12/21 pm

Return departure date and time 9/14/21 am Return arrival date and time 6/14/21 pm

Costs of travel

Conveyance expense (airplane, vehicle mileage, vehicle rental, etc.) \$100.00 gas

Lodging expense \$297.00

Meals \$37.00 Registration \$185.00

Other costs

Overtime costs involved in the requested travel No

Can the traveling employee's hours be flexed to reduce or eliminate overtime costs?

Yes, ☒ No ☐ If no, why

Is this travel a budgeted item? Yes, ☒ No ☐

County Commission

Travel requests approved: yes ☐ no ☐ Comments

Commission Chairman, Date