



**Sullivan County**  
**Health & Human Services**  
**Meeting Agenda - Final**

100 North Street  
Monticello, NY 12701

Chairman Catherine Scott  
Vice Chairman Matt McPhillips  
Committee Member Brian McPhillips  
Committee Member Amanda Ward  
Committee Member Terry Blosser-Bernardo

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**Thursday, January 15, 2026**

**11:30 AM**

**Government Center**

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**Call To Order and Pledge of Allegiance**

**Roll Call**

**Comments:**

**Reports:**

1. Division of Health and Human Services  
January 2026  
Monthly Report  
**Attachments:** [2026-01 HHS Monthly Report](#)

[ID-8054](#)

**Discussion:**

**Public Comment**

**Resolutions:**

1. To enter into agreements for the provision of various medical assistance program related services [ID-7958](#)
2. To Authorize the approval for the Sullivan County Department of Public Health to apply for and enter into an agreement with the NYS Association for Rural Health Legislative Appropriation to accept funds. [ID-7971](#)
3. To enter into agreement with Greater Adult Neighbors DBA Arcadia Residence [ID-8028](#)
5. To enter into agreement an annual increase for St. Catherine's Center for Children [ID-8038](#)
6. To enter into an agreement to extend the contract between Honor EHG and DSS [ID-8048](#)

7. To accept county funds to operate a Rental Supplement Program

[ID-8061](#)

**Attachments:** [Sullivan County RSP Plan 2026-2027 attachment](#)

**Adjourn**



# Sullivan County

## Legislative Memorandum

100 North Street  
Monticello, NY 12701

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**File #:** ID-8054

**Agenda Date:** 1/15/2026

**Agenda #:** 1.

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# *Division of Health and Human Services (DHHS) Monthly Update*

*January 2026*

## Agenda

- Drug Task Force Update
- Social Care Network
- Community Services
- Housing Programs
- Social Services
- Care Center
- Public Health
- Staffing Data

# Drug Task Force Update

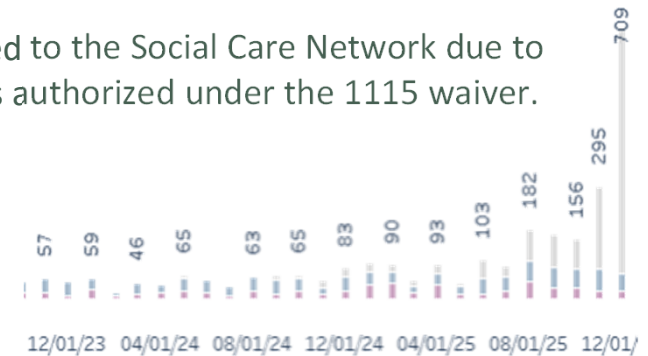
Pillar Meetings – Next Pillar Lead Meeting: January 9th, 2-4pm, @Government Center					
Law Enforcement	Treatment	United Sullivan	Prevention	Policy	Veterans
11/6/2025	12/18/2025	Meeting Weekly	11/26/2025	11/19/2025	11/18/2025
Drug Task Force Key Statistics					
911 Responses to Overdose			Opioid Overdose Death Rate (2024)		
November: 22 (+6 from previous month) – 3 Narcan administrations			26 deaths; 32.5/100,000 2023 totals: 38 deaths; 47.5/100,000		

- **November saw an increase in overdose calls to 911.** This datapoint is somewhat concerning because recent history suggests there should be significantly fewer overdoses in November than most other months. However, this month's data is showing other interesting points:
  - Only three Narcan administrations were reported and fentanyl/heroin were the suspected drug in ZERO cases.
  - There was no suspected drug in common in more than five OD responses – the only perceivable usage trend is a combination of alcohol and non-opioid prescription medications
- **Substance Use Care Access Update:**
  - Garnet Health and Lexington Centers are bringing inpatient drug treatment back to Sullivan County at Garnet Health-Catskills. Lexington and Garnet are currently renovating the former skilled nursing unit in Harris as an inpatient substance use treatment facility with 47 residential and 6 detox beds. Goal is to open early in 2026.
  - Oxford House has opened their **third** sober-living home in Sullivan County – two for single men, one for women which can potentially accept resident women's children as well.



# Social Care Network Update

- **Unite Us Case Activity Update:** December saw massive growth in cases added to the Social Care Network due to continued growth in screening and utilization of enhanced Medicaid services authorized under the 1115 waiver.
- Our next steps to continue to enhance access to health and human services will be to focus on bringing all DCS, DPH, and DSS staff onto the Unite Us platform. Thanks to the funding structure of the 1115 waiver, this will come at no cost to the county through at least March 2027.
- **Social Care Access:** Over the past five years, UNITED SULLIVAN has expanded from its role as a pillar of the Drug Task Force and System of Care for Mental Health to being a pioneer in rural social care across the Hudson Valley and New York State by bringing the Unite Us social care referral system to our area. UNITED SULLIVAN's next step to ease access to primary care, mental health, addiction services and dental care will be to pair with local healthcare providers and community-based organizations in shared space.
  - The Department of Community Services (DCS) submitted a grant application last month to OMH which would cover personnel costs for Mental Health specialists who would be a part of this care team.



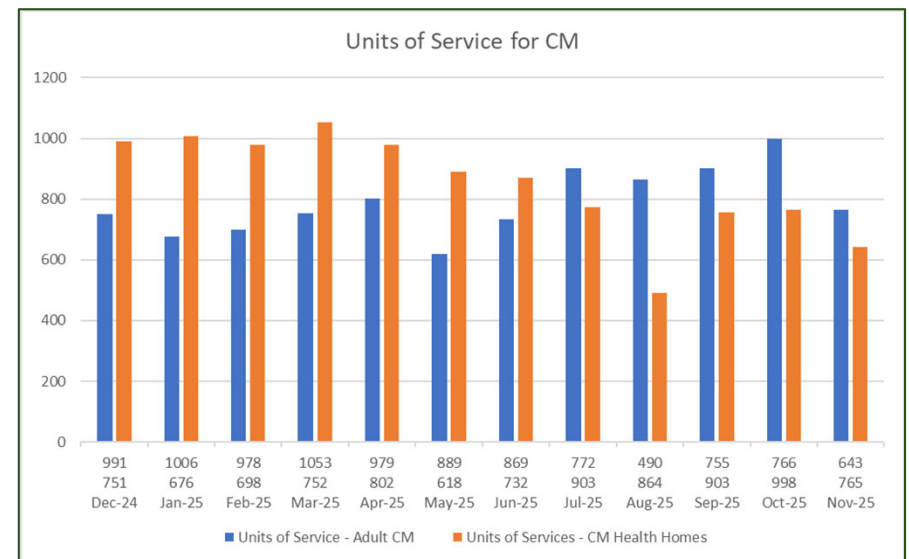
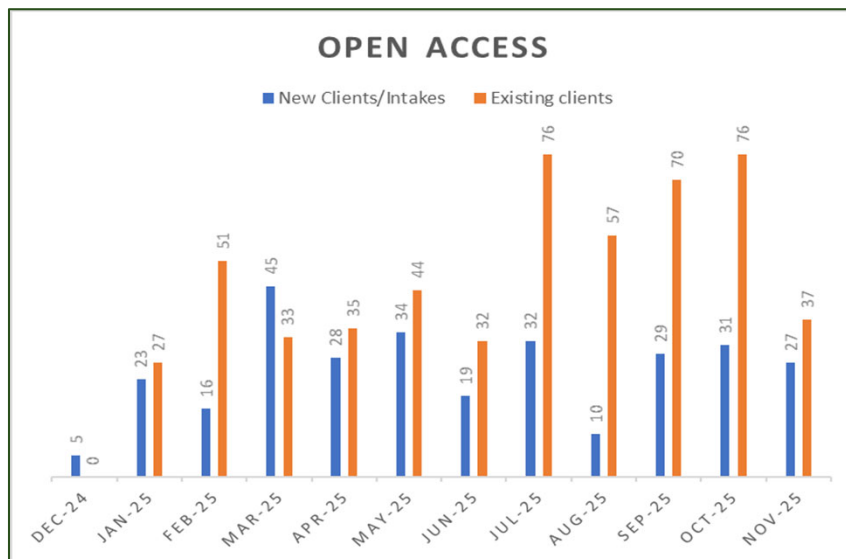
Local Unite Us Partners (41 Agencies/Locations)				
Liberty Police Department	The Center for Discovery	Rehabilitation Support Svcs	Cornell Cooperative	Dept of Community Services
Sullivan County Probation	Dispute Resolution Center	Sullivan 180	Office for the Aging	Dynamic Youth Community
HONOR, INC.	Independent Living – Peer Parent Services	Sullivan County Youth Bureau	Action Toward Independence	Catholic Charities - Behavioral Health
Every Person Influences Children (EPIC)	Lexington Center – Liberty and Monticello	Legal Services of the Hudson Valley	Garnet Health Medical Center - Catskills	Community Action – Liberty and Monticello Offices
Independent Living, – Peer Diversion	Independent Living, Inc – Independent Living Skills	Catholic Charities – Human Services	Center for Workforce Development	Sullivan Allies Leading Together
Mobile Mental Health	Restorative Management	Dept of Social Services	Bridge Back to Life	Choices Mental Health
Sun River Health	Community Home Health Care	Astor Services	American Nutrition Alliance	Dept of Public Health
Kayla's Place, LLC				

# Community Services Update – Clinic and Care Management

**High Risk Clients:** In November 2025, there were 163 clients (-1 from last month) on the roster for high risk census.

- **Clinic & Treatment Services:** We continue to collect data from local providers to help identify ways to ease access and improve retention in mental health care, substance use, housing, and benefit systems. Our current emphasis is on successful referrals & treatment via Unite Us and strengthening provider cooperation from inpatient to residential and outpatient care.

The Care Management unit continues to actively engage & work with clients for both of the Health Home agencies and the HARP Services (Health and Recovery Plan) which are Medicaid and Medicaid Managed Care Health Plans. As of the end of November 2025, there are 4 active Assisted Outpatient Treatment (AOT) orders and there is 2 people on enhanced AOT services.



# Clinic and Care Management Statistics

SULLIVAN COUNTY DEPARTMENT OF						
COMMUNITY SERVICES						
STATISTICAL SUMMARY FOR: November 1, 2025 - November 30, 2025						
Prepared by : Sara A. Cole				CLIENTS		
	ON ROLLS:			ON ROLL:	CLIENTS	UNITS OF
PROGRAM	11/1/2025	ADMISSIONS	DISCHARGES	11/30/2025	SERVED	SERVICE
SC BEHAVIORAL HEALTH CLINIC ADULT	451	28	21	458	479	558
SC BEHAVIORAL HEALTH CLINIC CHILD	27	4	3	28	31	39
SC BEHAVIORAL HEALTH CLINIC FORENSIC	69	6	5	70	75	120
SC BEHAVIORAL HEALTH CLINIC MICA	21	0	1	20	21	Included In Clinic Adult
SC BEHAVIORAL HEALTH CLINIC MAT	13	2	0	15	15	Included In Clinic Adult
<b>TOTAL MENTAL HEALTH</b>	<b>581</b>	<b>40</b>	<b>30</b>	<b>591</b>	<b>621</b>	<b>717</b>
SC CARE MANAGEMENT	33	1	0	34	34	763
SC HEALTH HOME- ADULT	37	0	1	36	37	244
SC HEALTH HOME - KENDRA, AOT and HH+	12	0	1	11	12	112
SC HEALTH HOME - CHILD	16	1	1	16	17	168
SC HEALTH HOME - OUTREACH	12			12	12	119
SC CM CCSI					1	2
<b>TOTAL HEALTH HOME CASE MANAGEMENT PROGRAMS</b>	<b>110</b>	<b>2</b>	<b>3</b>	<b>109</b>	<b>113</b>	<b>1,408</b>
SC SPOA - Adult	59			59	59	331
SC SPOA - Child	19			19	19	164
<b>TOTAL SPOA</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>78</b>	<b>78</b>	<b>495</b>
	# of calls	#of ph interv	Outreaches	Hosp Divers %	Hosp Admit %	
MOBILE MENTAL HEALTH	224	80	31	90	67	

## ***Community Services Update – Local Government Unit***

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### **Single Point of Access (SPOA) Program:**

- On November 13, 2025, the Adult SPOA Committee met via Zoom with 12 new cases 15 previous cases reviewed.
- There are a total of 138 RSS beds with 105 people on the waiting list and 15 openings. Children's SPOA Committee met via Zoom on November 20, 2025, and went over 10 previous cases, as well as 6 new cases.

### **Peer & Community Support Services**

- **Peer Court Navigator Program:** Onboarded new clients, as well as working with 13 patients; conducted screenings, release forms, benefit navigation, harm reduction outreach, hotel & community based engagement, and CTRT engagement support.
- **Narcan Outreach:** Continued distribution through Naloxboxes, community events, and vending machines. From July 1 – Oct 31, 2025, 969 items were dispensed from our vending machines, including 184 Narcan kits. Fentanyl/Xylazine test strip and wound care kits are also regularly restocked.
- **Community & Recovery Engagement:** Ongoing collaboration with Oxford House & recovery housing partners. Continued recovery housing coordination to support discharge stability. Sustained client engagement across mental health, substance use, housing, and benefit systems.

### **Community Awareness & Public Engagement**

- **Bold Gold Marketing Plan:** Oversight of marketing deliverables.
  - **United Sullivan.org:** Maintenance & updates to website.
  - **Coalition for Vape-Free Sullivan:** Participated in coalition meeting on 11/5 at CVI – nothing significant to report.
  - **Community Events, Outreach, & Media Engagement:** Food pantry and warming center resources to justice, treatment, & community partners.
  - **School & Community Resource Distribution:** Distributed updated OPWDD resources and "One-Pager" (English & Spanish) to Lexington (11/6).
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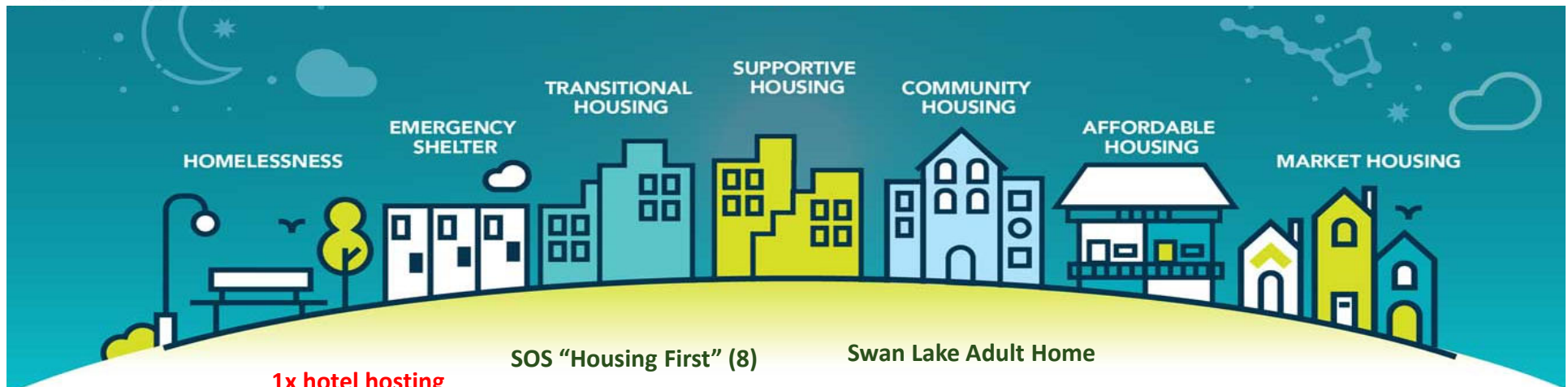
# Crisis Services/Mobile Mental Health Update

## Crisis Intervention & Law Enforcement Support

- **Crisis Intervention Team Initiative:** Sustained Crisis Intervention Team (CIT) following October training. Continued post-training follow-up and alignment with law enforcement partners. Maintained full-time Quick Response Team (QRT) operations.
- **Mobile Crisis Services:** Continued enhancement of MCS under the approved No Cost Time Extension (NCTE) through 2026. Ongoing system alignment & responder coordination.
- **Training:** Disaster Mental Health: November 18, 2025 with new trainings set for February 2026.
- Approved No Cost Time Extension (NCTE) enables continuation of crisis service development through 2026. Extension supports sustained CIT expansion, crisis system alignment, and emergency responder coordination. Awaiting additional direction from OMH to finalize service enhancement plan.

Month/Year	Incoming Calls	Initial Phone Contacts	Outreaches	Diversion Rate	Hospital Referrals	Admissions	Admission Rate
Nov-24	286	81	32	78%	7	5	71%
Dec-24	202	77	18	72%	5	4	80%
Jan-25	214	70	21	71%	6	5	83%
Feb-25	214	78	28	75%	7	6	86%
Mar-25	267	88	26	81%	5	3	60%
Apr-25	250	70	24	92%	2	2	100%
May-25	236	90	26	73%	7	5	71%
Jun-25	278	98	27	70%	8	7	88%
Jul-25	297	140	25	72%	7	4	57%
Aug-25	227	78	26	69%	8	2	25%
Sep-25	197	68	26	85%	4	4	100%
Oct-25	267	76	22	73%	6	5	83%
Nov-25	224	80	31	90%	3	2	67%

# Sullivan County's Housing Continuum



## Safe Options Support (SOS)

Warming Centers  
(~40 seasonal)

1x hotel hosting  
Family Groups (19)

6x hotels  
hosting singles

Fearless!  
(Out-of-county DV shelter)

SOS "Housing First" (8)

Oxford House (~18)

Rehabilitation  
Support Services (RSS)  
(138)

Catholic Charities (28)

Swan Lake Adult Home

OPWDD Homes  
(TCFD, ARC, New Hope)

Monticello Housing  
Authority

Woodbourne  
Housing Authority

Senior Apartment  
Buildings

Solutions to End Homelessness  
Program (STEHP)

NYS Rental Supplement Program (RSP)  
Sullivan County RSP

Section 8 Vouchers

NYS Housing Choice  
Vouchers (5)  
(Coming March 2026)

Shelter Arrears Eviction  
Foreclosure (SAEF)

## Emergency Shelter Census (1/6/26)

Families	42 (-9)
Singles	165 (+19)
Adults	229 (+8)
Children	70 (-17)
Sex Offenders	26 (-1)
Total (Adults + Children)	299 (-9)

Access: Supports  
for Living

WestCOP  
(Veterans)

\* Numbers in parentheses indicate number of available beds/units

\* Numbers in red indicate programs that are at their capacity

# Child and Adult Services Statistics

ADULT SERVICES UNIT	2024 TOTAL	2025 YTD	2025 NOV	FOSTER CARE STATISTICS				CHILD PROTECTIVE STATISTICS			
					NOV 2025	Trend	Goal		2024	YTD 25	NOV
<b>PERSONAL CARE AIDES</b>				Kinship%	18.80%		20%	# New Reports	1425	1197	105
CASES OPENED	31	17	1	Congregate Care%	19.66%		16%	# Closed Cases (UNF, FAR, IND)	904	902	64
CASES CLOSED	18	9	1	Total in Care	117		<100	# Unfounded Reports	466	448	29
# CASES (AVG.)	34	37.83	38	RTF/RTC	6			# Closed FAR	232	230	16
<b>PERS</b>				Diagnostic	1			# Indicated Reports	206	224	19
# CASES (AVG.)	0	0	0	Group Home	5			Physical abuse	17	12	0
<b>APS REFERRALS</b>				Therapeutic Foster Home	21			Emotional abuse	0	1	0
16A Neglect/Abuse	30	27	4	Regular Foster Home	43			Sexual abuse	7	13	3
16B Neglects Own Basic Needs	67	69	8	Kinship	22			Neglect	96	105	11
16B Untreated Medical Conditions	36	30	0	Other	19			Domestic violence	15	14	0
16B Self-endangering Behaviors	21	8	0	Freed for Adoption	22			Educational neglect	37	46	2
16B Unable to Manage Finances	47	38	2	Certified Homes	74		5x# in care	Substance abuse	29	30	3
16B Environmental Hazards	38	50	1	Newly Certified Homes	0			1034	5	3	0
Undetermined	7	20	0	Number of Closed Homes	1			<b>PREVENTIVE SERVICES STATISTICS</b>			
<b>APS</b>				New Kinship Homes	1			NEW REFERRALS		14	
CASES OPENED	245	240	15	Pending Certification	3			TOTAL CASES		87	
CASES CLOSED	238	245	15	Completed Adoptions	0						
# CASES (AVG.)	153	159.69	159	YTD Completed Adoptions	2						
<b>GUARDIANSHIPS</b>											
OPEN	38	46	-1								
<b>REP PAYEE</b>											
OPEN	108	120	1								

- Foster Care Statistics:** The number of children in foster care continued a slow climb into November. Fortunately, next month's statistics will reveal that we were able to get a significant number of children to permanency in December. As of the beginning of this month, we had 109 children in care, with 3 home on a trial basis, and 12 adoptions in progress with 13 more freed for adoption.
- Child Protective Statistics:** New State Central Registry reports came back up to historic norms in September and October after a very quiet summer, but Child Protective and Family Advocacy teams have maintained low case loads via their consistently improving case practices. New cases in November were again below historic norms.

# Child Welfare Case Lifecycle Management

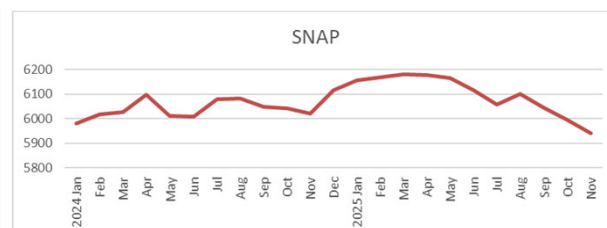
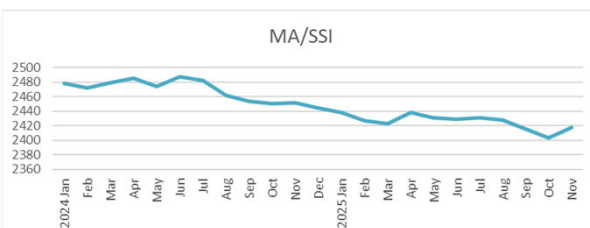
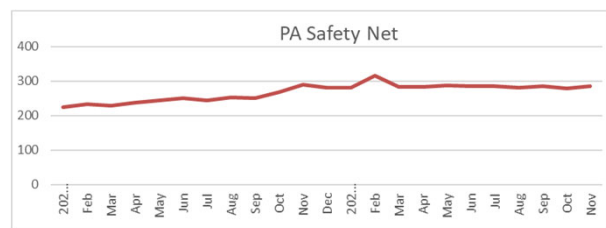
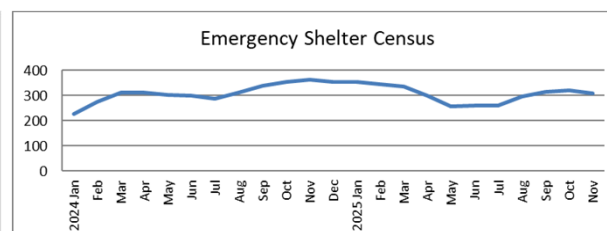
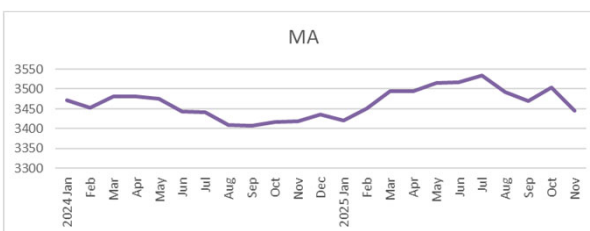
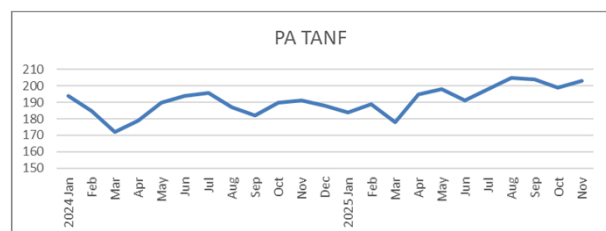
CHILD WELFARE CASE LIFECYCLE MANAGEMENT DASHBOARD													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVERAGE
<b>EOM STATISTICS</b> (Based on last day of month totals)													
Overdue 7-day Safety Assessments (INV)	2	1<1		0	0	0	0	0<1	<1		0		0.375
Overdue 7-day Safety Assessments (FAR)	1	1<1		0<1		0	0	0	0	0	0		0.22222222
Overdue Case Closures (INV)	103	56	52	28	30<1		11	6	4	4	5		29.9
Overdue Case Closures (FAR)	45	22	21	9	14<2		3	1	1	1	3		12
PREV Referral Timeliness days	8	3	9	6	6	2	2	3	1.5	5	5		4.590909091
<b>QUARTERLY INTERNAL COMPLIANCE AUDITS</b> (GREEN INDICATORS = ≥85% Effective, YELLOW = 75%-84%, RED = ≤74%)													AVERAGE
INV Progress Notes	74%			81%			88%			80%			0.8075
FAR Progress Notes		86%			80%			80%			86%		0.83
PREV Progress Notes		56%			65%			56%			65%		0.605
Foster Progress Notes			65%			50%			44%				0.53
PREV Case Contact Rate ≥ 2 per month	35%			75%			81%			50%			0.6025
Foster Case Contact Rate ≥ 1 per month		75%			85%			78%			65%		0.7575
Supervisor Case Conferences		12%			55%			87%			77%		0.5775
LSRs Submitted Timely			100%			100%			100%				1
Annual LODs Reviewed Timely/up to date			0%			26%			43%				0.23
<b>HOTLINE SOURCES</b>													ANNUAL TOTAL
School	55	36	50	33	66	36	6	5	30	51	42		410
Immediate Family	10	12	8	10	11	7	7	8	9	11	8		101
Extended Family	6	6	7	7	6	2	9	7	10	8	5		73
Hospital	6	12	12	10	12	16	13	6	13	14	10		124
Other Medical Provider	10	6	2	9	9	9	11	6	8	8	4		82
Law Enforcement	9	16	21	12	16	14	14	15	25	24	12		178
DSS Internal	4	7	10	12	6	7	13	9	5	10	9		92
Other	4	17	24	13	15	10	22	16	22	26	15		184

- **Internal Audits:** We continue to perform very strongly in CPS investigations, and have seen significant improvement in documentation impacting our funding and progress of cases through the family court system. Keeping up with case notes and contacts continues to be a challenge for the child welfare team. To improve these statistics, we continue to focus on holding contractors accountable for their obligations and staff development. Retention has been better over the past two years, so we are optimistic these numbers will improve with more experience.

# Social Services Program Statistics

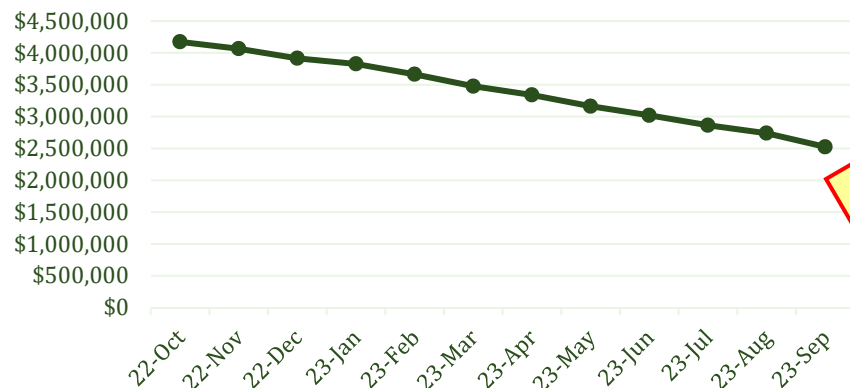
Fraud Investigations (as of 11/30/2025)						
Collections	Cases Active	Cases Referred	Completed	Arrests	Pending arrests	Burials
\$5,820.95 (-17,920.26)	273 (+2)	29 (-21)	27 (-14)	1 (-1)	7 (+/-0)	3 approved (-2) \$5,915.00 costs (-3,155.00)
Child Support Enforcement Cases (as of 11/30/2025)						
Collections	Petitions Filed	Paternity Establishments	Total Cases			
\$541,845 (-\$119,690)	18 (-31)	14 (-4)	2,695 (+5)			

Public Assistance (PA) Cases (as of 11/30/2025)				
Temp. Assistance to Needy Families (TANF)	Safety Net	Food Stamps	Medical Assistance (MA)	MA/Supplemental Security Income (SSI)
203 (+4)	285 (+6)	5939 (-56)	3446 (-57)	2418 (+15)
Homelessness Snapshot (as of 11/30/2025)				
Code Blue	Quarantined	Adults / Children	Sex Offenders	Emergency Shelter Census
1 (+1)	0	221/87 (-1/-11)	27 (+1)	308 (-12)



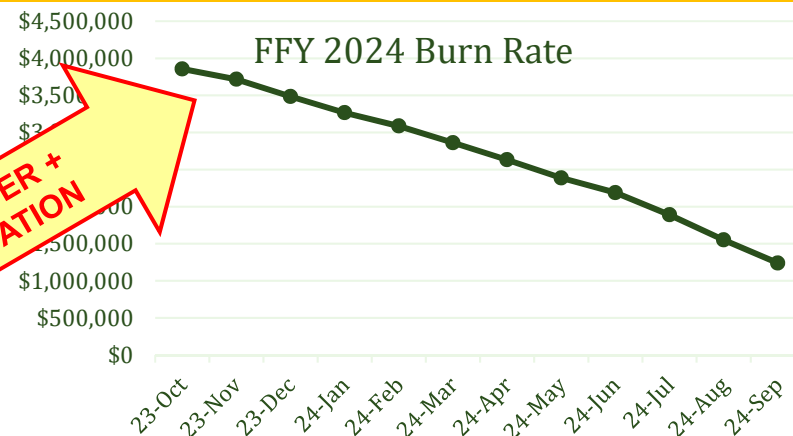
# Childcare Assistance Program (CCAP)

Federal Fiscal Year (FFY) 2023 Burn Rate



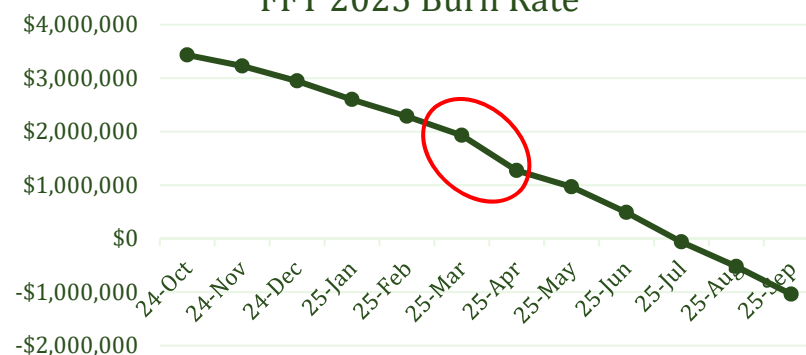
**ROLLOVER +  
ALLOCATION**

FFY 2024 Burn Rate



- These charts show how CCAP funds have been provided and utilized over the last three federal fiscal years.
  - In 2023, the program was flush with funds - Sullivan County was allocated \$1.4m, with \$800k in leftover pandemic allocations and \$2m in rollover from FFY22. An average of \$146k per month was expended.
  - In 2024, OCFS expanded eligibility rules significantly, expanded payable days to daycare centers, and permitted online applications for the first time in July. Average monthly expenditures of \$211k per month Jan-June expanded to \$316k in July-Sep.
  - Several new large daycare centers opened in April 2025. Monthly expenditures to that point averaged \$299k per month. After April, monthly costs grew to \$462k.

FFY 2025 Burn Rate



## Looking ahead...

- Subsidy cases are paid out over 12-month periods.
- Federal action against New York is likely to impact this program severely.
- Future for this program will hinge on Governor's proposed 2026-27 budget and court actions.

Monthly Total Expenses to Date	Monthly Cash Receipts	End of Month Census	Meals Prepared for Residents
\$1,577,688.70	\$1,089,535.64	122	11,139
Admissions / Discharges (to home or Assisted Living)	Total ST treatments	Total OT treatments	Total PT treatments
8/12 (November)	55 (November)	620 (November)	708 (November)
15/10 (December)	68 (December)	564 (December)	714 (December)

## Nursing Services:

- Nursing remains flexible and responsive to resident needs, with ongoing policy review and regular staff in-services.
- Partnerships with SUNY Sullivan supported successful clinical rotations for both nursing and CNA students.
- Infection prevention efforts remain strong:
  - 85% resident flu vaccination rate
  - 80% employee flu vaccination rate
  - Masking reinstated on 11/17/25 due to rising community flu activity
- Census remains stable at ~83%, with only 12% of residents requiring external hospitalization.

## Rehabilitation & Restorative Therapy:

- Programming in November focused on cognition, recall, balance, sequencing, and holiday-themed engagement.
- Multiple residents achieved or exceeded baseline function, with several successful community discharges
- Continued collaboration between Dietary Services and Speech Therapy to support resident meal safety and communication needs
- A graduate intern will join the team in January, with expected hiring in May to fill a critical OT/Rehab role.
- Full-time priority staffing needs include a Speech-Language Pathologist and Physical Therapy Assistant

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### **Therapy Utilization and Payer Mix (November Info):**

- Largest share: Medicare Part B (657 visits).
- Additional payer visit totals included Medicare Part A (301), Medicaid (174), Managed A (190), Commercial (42), Managed B (19).
- Therapy services supported:
  - 41 Medicare Part B long-term residents,
  - 1 Managed B resident,
  - 5 of 9 Medicaid long-term residents, and
  - 31 short-term rehab/community admissions.
- Key Message: Therapy plays a critical role in maintaining function and preventing decline among long-term residents while supporting timely community discharge for short-term patients.

### **Activities & Resident Engagement:**

- Thanksgiving celebrations were a major success, with 103 family members attending.
- Residents prepared their own Thanksgiving desserts, promoting independence and creativity.
- Holiday programming is underway several days per week in December, supporting emotional well-being and seasonal engagement

### **Facility Infrastructure and Safety**

- During the month of December, the facility continued to experience elevator outages, which remains an ongoing operational and safety concern.
  - In addition to the ongoing elevator outage, the facility experienced freezer equipment issues during the month of December that continue to require attention.
-



## Home Health Agency

Goal / Area of Focus	Update / Progress
Increase and maintain the daily census of the program to ensure consistent enrollment, maximize resource utilization, and support the growing demand for home healthcare professionals.	<ul style="list-style-type: none"><li>Average Daily Census: 132</li></ul>
Increase the number of new patient admissions through enhanced referral partnerships, physician outreach, and digital marketing strategies.	<ul style="list-style-type: none"><li># of referrals: 73</li><li>Referral Conversion Rate: 93%</li><li>new patients: 68</li><li>discharges: 79</li></ul>
Maintain Full Staffing  Achieve an average of 5 points per day, per clinician while maintaining high-quality care, measured through patient satisfaction scores and clinical outcome improvements.	<ul style="list-style-type: none"><li>Staff Productivity: 4.43</li><li>See table 1 below</li></ul>

Field	full-time	perdiem	contract	total
RN	6	3		9
LPN	1			1
PT	3	1		4
PTA	2			2
OT	3			3
ST	1			1
MSW	1			1
total	17	4		21



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# Home Health Agency

CHHA Monthly Data														
	2024 Total	January	February	March	April	May	June	July	August	September	October	November	December	2025 YTD
Staff Productivity		5.06	4.89	4.92	4.87	4.96	4.86	4.63	4.83	5.03	4.61	4.43		4.83
New Patients*	1120	122	102	96	94	69	82	100	79	85	68	69		966
Discharges*	1104	108	99	98	98	84	90	89	102	90	93	79		1030
RN/LPN Visits*	6267	577	462	565	604	516	431	528	508	598	591	471		5851
PT/PTA Visits	8424	763	612	651	624	654	616	604	518	444	467	349		6302
OT Visits*	2353	160	157	241	228	257	242	229	189	213	266	173		2355
ST Visits*	854	77	72	54	57	76	70	76	46	64	78	54		724
MSW Visits*	680	54	54	54	54	47	46	55	48	47	60	28		547
HHA Visits*	497	84	77	77	56	78	63	70	62	75	62	39		743
Total Visits	21,299	1715	1434	1642	1623	1628	1467	1562	1371	1353	1524	1114		16433

**Table 1** \* based on billable visits entered in our system by all clinicians

Table 1 – Legend:

- # of visits by type:
- RN- Registered Nurse
- PT- Physical Therapy
- OT- Occupational Therapy
- ST- Speech Therapy
- MSW- Master Social Work Visit
- HHA- Home Health Aid Visit



## Healthy Families (HF)

Goal / Area of Focus	Key Performance Indicators	Update / Progress						
Family Support Staff (FSS) will conduct at least 90% of scheduled home visits per month to ensure consistent family engagement.	<ul style="list-style-type: none"><li># of enrolled families (capacity = 60)</li><li>Total of 150 home visits expected per month.<ul style="list-style-type: none"><li>Target completed home visits: <b>85%</b></li></ul></li></ul>	<ul style="list-style-type: none"><li><b># of enrolled families: 61</b></li><li><b>91%</b> completed home visits (155 out of 171)</li></ul>						
Increase the number of new patient admissions through enhanced referral partnerships, physician outreach, and digital marketing strategies.	<ul style="list-style-type: none"><li># of referrals</li><li># of assessments completed (Frogs)</li><li># of referrals agreed to services and registered</li><li>Referral Conversion Rate (RCR) (how many referrals turned into admissions)<ul style="list-style-type: none"><li>Target RCR: <b>17%</b></li></ul></li></ul>	<ul style="list-style-type: none"><li><b># of referrals: 5</b></li><li><b># agreed to services and registered: 1</b></li><li><b>RCR: 20%</b></li></ul> <table><tr><th>Staffing</th><th></th></tr><tr><td>Family Support Worker</td><td>2</td></tr><tr><td>Bilingual FSW Program</td><td>2</td></tr></table>	Staffing		Family Support Worker	2	Bilingual FSW Program	2
Staffing								
Family Support Worker	2							
Bilingual FSW Program	2							
Maintain Full Staffing	# of staff for all HF positions							

- 56 of the 61 families (92%) met their home visit rate for the month
- We had our annual OCFS site visit on Nov 17<sup>th</sup>
- The families that didn't reach their home visit rates for the month was because of them returning to work and were unavailable to continue with the program

## *Children and Youth with Special Healthcare Needs (CYSHCN)/ Early Intervention (EI)*

<i>Goal / Area of Focus</i>	<i>Update / Progress</i>
Ensure that initial CPSE evaluations are completed within 60 calendar days of referral.	<ul style="list-style-type: none"> <li>• # of active cases: <b>224</b></li> </ul>
Complete initial EI evaluation and develop Individualized Family Service Plans (IFSPs) within 45 days of referral.	<ul style="list-style-type: none"> <li>• # of active cases: <b>190</b></li> <li>• # of new referrals: <b>16</b></li> </ul>
Early Intervention Ongoing Service Coordinators (EI OSC) will maintain an active caseload of 35-50 families, depending on case complexity and program capacity.	<ul style="list-style-type: none"> <li>• EI OSC caseload: average of 41</li> </ul>
Increase outreach and engagement for Children and Youth with Special Healthcare Needs (CYSHN)	<ul style="list-style-type: none"> <li>• # of active cases: 13 (+/-0) (18 children) <ul style="list-style-type: none"> <li>○ # of new referrals 0</li> </ul> </li> </ul>

- A Sensory-Friendly Holiday event was hosted at the Hurleyville Museum, welcoming five children who were able to meet Santa in a calm, supportive environment tailored to their needs. Children received gifts and enjoyed milk, cookies, and a holiday movie, creating a positive and inclusive experience for both children and their families. Parents expressed appreciation for the opportunity to participate in a sensory-friendly community event.
- The CYSHCN grant was successfully awarded by the state, along with approval of the Community Accessibility Grant.
- Planning is underway for further use of the Community Accessibility Grant, with proposed purchases including beach access mats and beach wheelchairs for Lake Superior, as well as an all-terrain trail wheelchair for use on the D&H Canal Trail to improve recreational accessibility for children and youth across the county.



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## Public Health Education

Goal / Area of Focus	Update / Progress
<b>Workplace Wellness</b>	<ul style="list-style-type: none"><li>• # of events: 2</li><li>• # of participants: 54</li><li>• Topics covered: Wellness Walking, Committee Meetings</li></ul>
<b>Outreach/ Education/Rural Health Network</b>	<ul style="list-style-type: none"><li>• # of educational workshops: 12<ul style="list-style-type: none"><li>○ Total # of participants: 106</li></ul></li><li>• # of outreach events: 28<ul style="list-style-type: none"><li>○ # directly related to RHN: 21</li></ul></li><li>• # of social media posts: 44<ul style="list-style-type: none"><li>○ Top 3 post topics: Senior Fitness Series, Thanksgiving Food Bank, Rabies Clinical Guidelines</li></ul></li><li>• # of PH kits distributed<ul style="list-style-type: none"><li>○ Education: 198</li><li>○ See table 2 for detail</li></ul></li></ul>
<b>Narcan Training</b>	<ul style="list-style-type: none"><li>• # of Narcan trainings: 1<ul style="list-style-type: none"><li>○ # of participants: 30</li></ul></li><li>• # of 1-on-1 Narcan trainings: 0</li><li>• Total # trained: 30</li></ul>
<b>Community Health Workers (CHW)</b>	<ul style="list-style-type: none"><li>• # of CHW visits: 6</li><li>• # of referrals provided: 6</li><li>• Top identified needs: Food, Immigrants, Housing Rights.</li></ul>

- Implementation of a Fall Prevention Education Series
- Delivery of an Enhanced, Interactive Mental Health Series for Schools
- Preparation of a Pet Etiquette Educational Video in Partnership with DSI
- Coordination of a Community Blood Drive

# Health Promotion Vending Machine Progress Report

**Inventory Consumption Report**  
**Account: County of Sullivan**  
**Date Range: 10/1/2025 - 10/31/2025**

Description	Pieces Vended	Units Dispensed
988 Car Freshner x1	8	8
988 Koozi x1	8	8
Dental Hygiene ADULT x1	10	10
Dental Hygiene KIDS x1	10	10
Deterra LARGE x1	3	3
Emergency Preparedness Kit x1	16	16
Gun Lock x1	24	24
Health Passport - Men x1	9	9
Health Passport - Women x1	10	10
Hygiene Kit x1	15	15
Overdose Rescue Kit x1	52	52
Sexual Health Kit x1	10	10
Stress Ball 988 x1	8	8
Wound Care Kit x1	18	18
		201
		201

**Table 2: Public Health Kit Distribution: November**

Description	Education/Outreach
Dental Hygiene ADULT	23
Dental Hygiene KIDS	0
Emergency Preparedness	52
Men's Health	0
Women's Health	0
Mental Health	0
Hygiene Kit	34
Sexual Health Kit	4
Tick Removal Kit	0
Overdose Rescue Kit	30
Smoking Cessation	0
Warming Center Kit	20
Wound Care Kit	35
<b>Total</b>	<b>198</b>

- SCDPH Presentation at Community Services staff meeting
- HIPAA refresher training for fiscal staff scheduled for November.

Goal / Area of Focus	Key Performance Indicators	Update / Progress
<b>Staff education</b>	<ul style="list-style-type: none"> <li>• # staff trainings offered</li> <li>• Topics covered</li> <li>• # of participants</li> </ul>	<ul style="list-style-type: none"> <li>• # staff trainings offered: 3</li> <li>• Topics covered: Youth Bureau Presentation at All staff meeting, Caring for the Caregiver Webinar, Beyond Aging: Recognizing Dementia in Older Adults in Rural Areas Webinar</li> <li>• # of participants: 60</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Ongoing analysis of existing policies, updates, and creation of new.</li> </ul>	<ul style="list-style-type: none"> <li>• 2026-2027 Strategic Plan Progress Tracking Tool</li> <li>• Supervising MSW home visits</li> <li>• Q4 Corporate Compliance Meeting</li> <li>• PAC and HSAB meetings</li> <li>• Accident/Incident reporting organized and materials given to Confidential Admin Sec</li> </ul>



## *Disease Surveillance Investigations (DSI)*

Goal / Area of Focus	Update / Progress
<b>Immunization Program</b>	<ul style="list-style-type: none"><li>• # of IQIP visits performed: 0</li></ul>
<b>Rabies</b>	<ul style="list-style-type: none"><li>• # of rabies PEP in county: <b>3</b></li><li>• # of exposures investigated: 19<ul style="list-style-type: none"><li>○ Domestic: <b>18</b></li><li>○ Wildlife: 1</li></ul></li><li>• # animals tested: 5<ul style="list-style-type: none"><li>○ Domestic: <b>2</b></li><li>○ Wildlife: 3</li></ul></li><li>• # of animals + for rabies: 3</li></ul>
<b>Emergency Preparedness</b>	<ul style="list-style-type: none"><li>• # of training meetings: <b>0</b></li></ul>
<b>Lead</b>	<ul style="list-style-type: none"><li>• Total labs drawn: 130</li><li>• Lead Education: 2</li><li>• # of Positive cases: 0</li></ul>
<b>Tuberculosis (TB)</b>	<ul style="list-style-type: none"><li>• # of active TB cases: <b>1</b> (table 6)</li><li>• # of LTBI follow-up cases: <b>35</b></li><li>• # of suspected TB cases: <b>88</b></li><li>• # of non-clinical home visits: 8</li><li>• # of clinical/DOT home visits: 35</li></ul>
<b>Reportable Diseases</b>	<ul style="list-style-type: none"><li>• # of lab reported cases: <b>415 (56 COVID)</b><ul style="list-style-type: none"><li>○ ↑ 132 from previous month</li></ul></li><li>• See table 5 for disease type</li></ul>



# Communicable Disease Update

Table 3

Sexually Transmitted Diseases (STDs)  
Query Limits Selected Returned: 32 Records  
Tabular Analysis of Disease  
Created By the Communicable Disease Electronic Surveillance System

Disease	Total
CHLAMYDIA	25
GONORRHEA, UNCOMPLICATED	3
SYPHILIS, SECONDARY	1
SYPHILIS, UNKNOWN DURATION OR LATE	3
Total	32

Table 4

Hepatitis  
Query Limits Selected Returned: 20 Records  
Tabular Analysis of Disease  
Created By the Communicable Disease Electronic Surveillance System

Disease	Total
HEPATITIS B, CHRONIC	3
HEPATITIS C CHRONIC	7
HEPATITIS C, ACUTE	1
HEPATITIS C, NEGATIVE	9
Total	20

Table 5

General Communicable  
Query Limits Selected Returned: 415 Records  
Tabular Analysis of Disease  
Created By the Communicable Disease Electronic Surveillance System

Disease	Total
ANAPLASMOSIS, ANAPLASMA PHAGOCYTOPHILUM	4
BABESIOSIS	2
CAMPYLOBACTERIOSIS	2
COVID-19	56
CRE	1
GIARDIASIS	2
INFLUENZA, A	169
LEGIONELLOSIS	1
LYME DISEASE	127
RSV UNSPECIFIED	49
STREP GROUP A, INVASIVE	1
STREP PNEUMO INVASIVE INTERMED	1
Total	415

Table 6

Tuberculosis  
Query Limits Selected Returned: 1 Records  
Tabular Analysis of Disease  
Created By the Communicable Disease Electronic Surveillance System

Disease	Total
TUBERCULOSIS >= 2009	1
Total	1

## Staffing Data

### Community Services (6 Positions Vacant, 43 Authorized, 13.95% Vacant)

Assistant Social Worker II, #2254, #3739	
Clinical Program Manager, #2169	
Staff Social Worker I, #0130, #2267, #3288	Interviewing

### Public Health (18 Positions Vacant, 72 Authorized, 25.00% Vacant)

Community Health Nurse, #2185	
Early Intervention Service Coordinator, #1707	Posted
Public Health Educator, #1636	
Public Health Nurse, CHHA #3419, #2729, DT #2784	
Public Health Occupational Therapist, #3340(PD)	Posted
Public Health Physical Therapist, #3667(PD), #3555	
Registered Nurse, #607(PT), #747, #849, #2373, #2502(PD), #2875, #3264 (PD), #3634	
Supervising Comm Health Nurse, #148	

### Social Services (15 Positions Vacant, 181 Authorized, 8.29% Vacancy Rate)

Account Clerk, #1269	
Account Clerk/Database, #3050	
Administrative Secretary, #2551	Posted, interviews in progress
Caseworker #2985, #3453, #2995	2 Employees starting 1/12
Clerk, #3214	Employee starting 1/12
FS Investigator, #260	
FS Investigator Trainee, #3676	
Fiscal Administrative Officer, #3103	
Principal Account Clerk, #182	Employee starting 1/12
Senior Social Welfare Examiner, #3480	Vacant due to recent promotion
Social Welfare Examiner, #2367, #2899, #295	Interviewing candidates

# Sullivan County

## Legislative Memorandum

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**File #:** ID-7958

**Agenda Date:** 1/15/2026

**Agenda #:** 1.

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**Narrative of Resolution:**

To enter into agreements for the provision of various medical assistance program related services

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** 0

**Are funds already budgeted?** Yes

**If 'Yes,' specify appropriation code(s):** N/A

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO  
AUTHORIZE COUNTY MANAGER TO ENTER INTO AGREEMENTS FOR THE PROVISION OF  
VARIOUS MEDICAL ASSISTANCE PROGRAM RELATED SERVICES FOR THE PERIOD FROM  
JANUARY 1, 2026 THROUGH DECEMBER 31, 2026.**

**WHEREAS,** the County of Sullivan, through the Department of Social Services, is required to arrange for the provision of various Medical Assistance (MA or Medicaid) program services for eligible Sullivan County individuals; and

**WHEREAS,** payments for the aforementioned services are made through eMedNY at New York State approved rates.

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature does hereby authorize the County Manager to execute agreements for the provision of various Medical Assistance program services, as detailed above, for the period from January 1, 2026 through December 31, 2026; and

**BE IT FURTHER RESOLVED,** that the form of said contracts will be approved by the Sullivan County Attorney Office.

# Sullivan County

## Legislative Memorandum

**File #:** ID-7971

**Agenda Date:** 1/15/2026

**Agenda #:** 2.

**Narrative of Resolution:**

To Authorize the approval for the Sullivan County Department of Public Health to apply for and enter into an agreement with the NYS Association for Rural Health Legislative Appropriation to accept funds.

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$9,689

**Are funds already budgeted?** N/A

**If 'Yes,' specify appropriation code(s):** Click or tap here to enter text.

**If 'No,' specify proposed source of funds:** Grant from NYS Association for Rural Health Legislative Appropriation.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES, TO AUTHORIZE THE APPROVAL FOR THE SULLIVAN COUNTY DEPARTMENT OF PUBLIC HEALTH TO APPLY FOR AND ENTER INTO AN AGREEMENT WITH THE NYS ASSOCIATION FOR RURAL HEALTH LEGISLATIVE APPROPRIATION TO ACCEPT A GRANT IN THE AMOUNT OF \$9,689.**

**WHEREAS,** NYS association for rural health legislative appropriation has offered grant for staff time and equipment, and

**WHEREAS,** the purpose of the grant is to assist in increasing community involvement in locally generated, innovative solutions to health system issues in the community, encourage and strengthen cooperation through affiliations and coalitions to enhance and coordinate needed health care services in the community, and

**WHEREAS,** the grant will provide \$9,689 for the period of 4/1/25 through 3/31/26, and any equipment purchased will be county owned and used by the department, and

**NOW, THEREFORE, BE IT RESOLVED,** that the Sullivan County Legislature hereby authorizes the County Manager, Chairman of the County Legislature, and / or their authorized representative to execute any and all necessary documents to submit the application for funding and

**BE IT FURTHER RESOLVED,** that the Sullivan County Legislature hereby authorize the County Manager, and / or Chairman of the County Legislature to accept the award, and enter into and award agreement or contract to administer the funding secured, in such form as the County Attorney shall approve.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-8028

**Agenda Date:** 1/15/2026

**Agenda #:** 3.

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**Narrative of Resolution:**

To enter into agreement with Greater Adult Neighbors DBA Arcadia Residence

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$0

**Are funds already budgeted?** Yes

**If 'Yes,' specify appropriation code(s):** This is funded through eMedNY at New York State approved rates

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE COUNTY MANAGER TO ENTER INTO AGREEMENT WITH GREATER ADULT NEIGHBORS DBA ARCADIA RESIDENCE FOR THE PERIOD FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026**

**WHEREAS**, in accordance with 18 NYCRR Section 505.35 an assisted living program must establish a contract with the social services district in which the assisted living program is operating; and

**WHEREAS**, the Department of Social Services wishes to establish an agreement with Greater Adult Neighbors DBA Arcadia Residence; and

**WHEREAS**, payments for the aforementioned services are made through eMedNY at New York State approved rates.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute agreements for the provision of assisted living program services with Greater Adult Neighbors DBA Arcadia Residence, for the period from January 1, 2026 through December 31, 2026; and

**BE IT FURTHER RESOLVED**, that the form of said contracts will be approved by the Sullivan County Attorney Office.

# Sullivan County

## Legislative Memorandum

**File #:** ID-8038

**Agenda Date:** 1/15/2026

**Agenda #:** 5.

**Narrative of Resolution:**

To enter into agreement an annual increase for St. Catherine's Center for Children

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$24,000.00

**Are funds already budgeted?** Yes

If 'Yes,' specify appropriation code(s): A-6010-38-40-4023

If 'No,' specify proposed source of funds: Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:** N/A

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO  
AUTHORIZE COUNTY MANAGER TO ENTER INTO AGREEMENT AN ANNUAL INCREASE  
FOR ST. CATHERINE'S CENTER FOR CHILDREN JULY 1, 2024-JUNE 30, 2025 QUALIFIED  
INDIVIDUAL (QI) CONTRACT**

**WHEREAS**, the County of Sullivan, through the Department of Social Services, executed an agreement for the provision of services for a qualified individual for purposes of conducting assessments of youth in foster care in accordance with the Federal Family First Prevention Services Act (FFPSA); and with **Resolution No. 340-23** was approved by the County Legislature on **August 17, 2023** for the agreement period of **July 1, 2023 through June 30, 2024** for amount of not to exceed \$80,000.00 (\$20,000.00 per contractor/per contract year). This agreement may be extended, upon mutual agreement, for four (4) additional years on a yearly basis; and

**WHEREAS**, this resolution is to modify the previous resolution to increase the annual not to exceed amount for St. Catherine's Center for Children of \$20,000.00 to \$24,000.00 for the period of July 1, 2024 through June 30, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sullivan County Legislature does hereby authorize the County Manager to execute a modification agreement for St. Catherine's Center for Children, increasing the not to exceed amount to \$24,000.00 for the contract agreement period July 1, 2024 through June 30, 2025; and

**BE IT FURTHER RESOLVED**, that all other provisions of Resolution 340-23 shall remain unchanged; and

**BE IT FURTHER RESOLVED**, that the form of said contracts will be approved by the Sullivan County Attorney Office.

# Sullivan County

## Legislative Memorandum

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**File #:** ID-8048

**Agenda Date:** 1/15/2026

**Agenda #:** 6.

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**Narrative of Resolution:**

To enter into an agreement to extend the contract between Honor EHG and DSS

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$220,000.00

**Are funds already budgeted?** Yes

**If 'Yes,' specify appropriation code(s):** A-6070-46-4615

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:**

**RESOLUTION INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO AUTHORIZE THE COUNTY MANAGER TO ENTER INTO AGREEMENT TO EXTEND THE CONTRACT BETWEEN HONOR EHG AND THE DEPARTMENT OF SOCIAL SERVICES FOR THE PERIOD FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026.**

**WHEREAS,** the current contract for case management services authorized under Resolution 456-20 expired on December 31, 2025, and there is an ongoing need for these services; and

**WHEREAS,** the Department of Social Services is anticipating a substantive change in state regulations regarding these services to be published before the end of 2026, and the County wishes to minimize disruptions to services before the new regulations are published.

**NOW, THEREFORE, BE IT RESOLVED,** the contract may be extended for the period from January 1, 2026 through December 31, 2026 under the same terms and conditions as currently apply; and

**BE IT FURTHER RESOLVED,** that the form of said contract will be approved by the Sullivan County Attorney's Office.

# Sullivan County

## Legislative Memorandum

**File #:** ID-8061

**Agenda Date:** 1/15/2026

**Agenda #:** 7.

**Narrative of Resolution:**

To accept county funds to operate a Rental Supplement Program

**If Resolution requires expenditure of County Funds, provide the following information:**

**Amount to be authorized by Resolution:** \$250,000

**Are funds already budgeted?** Yes

**If 'Yes,' specify appropriation code(s):** A-6010-38-47-4752

**If 'No,' specify proposed source of funds:** Click or tap here to enter text.

**Specify Compliance with Procurement Procedures:** N/A

**INTRODUCED BY HEALTH AND HUMAN SERVICES COMMITTEE TO ACCEPT COUNTY FUNDS TO OPERATE A RENTAL SUPPLEMENT PROGRAM**

**WHEREAS**, the County is providing \$250,000 to operate a rental supplement program from January 1, 2026, through December 31, 2026, and to continue to serve households that earn up to 50% of area median income and are either currently in temporary emergency housing, recipients of social security benefits, chronically homeless, and/or victims of domestic violence; and

**WHEREAS**, the County funded RSP may be used to pay for up to 85% of the Fair Market rent for said housing for an estimated 40 recipient households for up to 12 months, if eligible; and

**WHEREAS**, the County funded RSP will continue until a household's income increases to a level where their monthly rent is at or below 30 % of their total income, and therefore considered affordable; and

**WHEREAS**, the County funded RSP may also be used to pay for security deposits, not to exceed, the amount of one month's rent, in order to secure permanent housing; and

**WHEREAS**, the County funded RSP is restricted to Sullivan County residents, who are United States citizens, T and U visa holders, and/or permanent residents only. Sullivan County does not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, lawful source of income or familial status in any of its programs, activities, or operations.

**NOW, THEREFORE, BE IT RESOLVED**, that the County of Sullivan adopts a policy allowing the use of these funds to operate a rental supplement program and utilize said funds for transitioning households from temporary emergency housing into permanent housing.

## 2026-2027 New York State Rental Supplement Program Plan

**District:** Sullivan County  
**Program Operator:** Department of Social Services  
**Contact Person(s):** Colleen Haberzettl  
**Telephone:** 845-513-2343  
**Email:** Colleen.Haberzettl@sullivanny.gov  
**Effective Date:** April 1, 2026 – March 31, 2027

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable. If contracting out, please list the contact information for other individuals that OTDA may contact regarding the RSP.

The program is administered by the local district. We coordinate with the local Continuum of Care, which assists us in avoiding a duplication of benefits with other supplemental programs that exist in our County. Since we administer a shelter supplement program for the Safety Net population and a shelter supplement for families under our FFFS plan, it fits our plan to administer this program as well.

**Anticipated Number of Households to be served (04/1/25-03/31/26):** 70

**RSP FMR Percentage to be used:** 85%

Include a table that includes the FY 2025 HUD 100% FMR, the 85% FMR calculation, the local cost share (if electing to reimburse above 85% FMR), household sizes and allowable number of bedrooms for each household size. An example is shown below and can be modified as needed.

Household Size	Allowable Number of Bedrooms	100% FY2025 HUD FMR	85% FY2025 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1-2	0	\$945	\$803	\$803	\$142
1-3	1	\$1,039	\$ 883	\$883	\$156
3-5	2	\$1,223	\$1,040	\$1,040	\$183
3-8	3	\$1,714	\$1,457	\$1,457	\$257
4-12	4	\$1,821	\$1,548	\$1,548	\$273

**Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement for determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are in shelter or experiencing homelessness at the time of application (unless sufficient demand does not exist for such households within a district).**

Sullivan County works closely with our local Continuum of Care (CoC) members and discuss referrals through the monthly Coordinated Entry meetings. 90% of our allocation will be used to serve households who are currently in temporary emergency housing. Currently, we are housing 307 individuals in temporary emergency housing. This total is comprised of 159 individuals and 46 families.

**Indicate the target population and prioritization (if any) of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status or TA eligibility, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.**

The target population includes any household currently in temporary emergency housing with a focus on families. Other households to be served include recipients of social security benefits, chronically homeless, and victims of domestic violence. The rental supplement will be available until funds are exhausted.

**List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:**

- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?**
- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?**
- **Will the district pay for security deposits and/or rental arrears if there are no other available resources to assist?**

We will require a lease or lease agreement. If the household is unable to obtain one, we will accept the Shelter form included in the packet.

We coordinate with local code enforcement to ensure that there are no code violations or health and safety concerns and where applicable obtain rental permits for the rental location.

If a case becomes ineligible for the rental supplement under this program due to a change in household composition, income, rent increase, or other significant change, we will meet with them to evaluate their situation, and the rental supplement may be discontinued. The rental supplement will be discontinued if a client moves out of the local district. If a third-party contributor reduces or increases their contribution to the household, the circumstances will be examined, and the rental supplement will be reevaluated.

Sullivan County Rental Supplement Plan will be paying arrears for a three-month maximum if they had an emergency situation, for example car repair, lost job. We will not be paying arrears for clients who are moving to a new apartment.

Sullivan County Rental Supplement Plan will pay one month security to move into a new apartment but it is not to exceed one month of the rental cost.

**Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.**

The payments are made via check directly to the landlord.

**Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.**

Sullivan County uses the database that we have created. Sullivan County has been using this database for the past few years, this system is working very well for Sullivan County. Sullivan County uses this data base to track the rental amount we are paying for each client. The spreadsheet is used by our accounting department and the housing unit. Sullivan County will now project the yearly amount needed for every client.

**Describe the process for reviewing and considering appeals of applications that are denied or have vouchers reduced/ended.**

If a client disputes a decision, they may request an appeal to try to resolve the dispute. In order to do this, they MUST contact the Sullivan County Dept. of Social Services office in writing or verbally within 30 calendar days of the date of the letter they receive. If they request an appeal verbally, they MUST speak with staff to confirm that their request has been received. If they contact staff by phone, they MUST leave a voicemail and include a working callback phone number. If they do not request an appeal within the thirty (30) day period, they will have waived their right to dispute the termination and will no longer receive housing assistance from the agency.

**Indicate how fraudulent and/or cases determined to otherwise be ineligible will be handled, including the procedure for recouping funds, if necessary.**

We will make a referral to our Special Investigations Unit for further investigation. If there is a need to recoup funds, we will work with our SIU and Accounting department to set up a claims account to pursue repayment.

**To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Public Assistance Shelter Supplement (PASS) Plan must indicate the following:**

- **How will the RSP be different from the district's currently approved PASS Plan?**
- **How will participating households be distinguished?**

This program will primarily serve our homeless families, social security recipients, victims of domestic violence, and others housed in temporary emergency housing, not eligible for any other rental supplement program. Our other supplement program recipients have to be TA eligible unlike this plan. The agency will run a report to determine who is receiving a shelter supplement from another plan to ensure that those clients are not enrolled into this plan.

If a household could be eligible for multiple supplement programs, we will determine which one would be most cost effective and enroll them in that one.