

October 27, 2025

TO: Tehama County Chief Administrator, Gabriel Hydrick

CC: Tehama County Personnel Director, Coral Ferrin

RE: **Budget Unit 5062** Tehama County Community Action Agency Request for Position Allocation List (PAL) amendment.

Community Action Agency is requesting an amendment to the Budget Unit 5062 PAL to be effective upon approval, no later than December 31, 2025.

Budget Unit 5062 Community Action Agency

The requests are as follows:

Department	Budget Unit	Position Title	Requesting FTE + OR -	Use existing PAL number
Community Action Agency	5062	CAA Case Manager (HDAP)	EXTEND SUNSET FROM 12/31/2025 TO 12/31/2026	P1032

BACKGROUND

The Case Manager for the Housing and Disability Advocacy Program (HDAP) was added in 2022. HDAP provides housing supports to people likely eligible for disability benefits and experiencing homelessness or at risk of homelessness. The goal of HDAP is to secure disability benefits for participants and stabilize them in permanent housing. Social Services has received State funding for this program, and contracts with Community Action Agency for case management.

FINANCIAL IMPACT

CAA Case Manager (HDAP) Budget Unit 5062. The current sunset date for this position is 12/31/25. We are requesting an extension to 12/31/2026 (1 year). The increased cost to extend the program through December 2026 is \$161,278.88. These costs include the Case Manager's salary and benefits, supervision and operating costs for an additional 12 months.

Funding for the current fiscal year (FY) 2025-26 was only planned through 12/31/25 in the Adopted Budget because ongoing funding was uncertain. In addition to the ongoing planning allocation that will partially fund this program, Social Services has been notified of a one-time funding allocation that will potentially fund this program to the new requested sunset date of 12/31/26. If needed, the Community Action Agency will provide CSBG funding to operate the program through December 2026. The current FY 25-26 budget adjustments will be made during the Midyear Review process for both Social Services and Community Action Agency.

Sincerely,

Shannon Anthony, Social Services Deputy Director - Operations

On behalf of Bekkie Emery, Social Services Director