

November 10, 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	Request FTE + or -	FROM	TO	Use existing PAL number
Community Action Agency	5062	Community Services Family Partner	+1	2	3	NEW

BACKGROUND

Due to funding uncertainties, the Community Action Agency requested to remove one vacant Community Services Family Partner in the Adopted 25/26 budget. Since then, the Department has secured ongoing funding to add the deleted position back to the Community Action Agency PAL.

Social Services receives State funding for both the Family Stabilization Program (FSP) and the Housing Support Program (HSP), and contracts with Community Action Agency for case management. The Community Services Family Partner will support both FSP and HSP. FSP is a voluntary, strength-based approach which helps CalWORKs families who are in crisis become stable. The family's level of crisis is evaluated according to ten life domains. Stability is achieved through team meetings where the family and the FSP team collaboratively create an individualized plan that is based on the family's specific needs. Once families reach stability they transition back to CalWORKs to obtain employment. HSP is a CDSS housing program that serves families receiving CalWORKs that are experiencing homelessness or at risk of homelessness, with priority given to families with young children or women who are pregnant. HSP follows a housing first model, provides housing navigation, landlord mediation, rental assistance, and financial coaching. HSP uses a progressive engagement model, tapering the client off of financial assistance and leading client towards self-sufficiency. General time in the program varies but can go up to 24 months.

We are requesting to add back the recently removed Community Services Family Partner. This position will assist us with providing the necessary services to the community. Currently there are two filled Community Services Family Partners, P0799 and P0972. This new position would be in addition to the existing two positions.

FINANCIAL IMPACT

For Community Action Agency, Budget Unit 5062: We are requesting that a Community Services Family Partner be added back to the CAA PAL. The increased cost to add this Community Services Family Partner to CAA in FY 25/26 is \$67,725.65. This includes the Community Service Family Partner's salary and benefits, supervision and operating costs that will extend the Family Stabilization Program for an additional 6 months and to enhance support to the Housing Support Program. These costs are calculated from Dec 1, 2025 to Jun 30, 2026.

Funding for this fiscal year did not include this position in the Adopted Budget because ongoing funding was uncertain. In early October 2025, Social Services was notified of a planning allocation that is anticipated to fund the program for the full fiscal year. The 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