

APRIL

BOARD

MEETING



HENRY-MARTINSVILLE SOCIAL SERVICES BOARD

AGENDA

April 28th, 2025

* **Call to Order**

* **Roll Call**

I. Approval of Minutes

II. Approval and/or Changes/Additions to Agenda

III. Reports of Committees

A. By-Laws Committee

IV. Review and Approval of Administrative Bills and Expenditures

A. Monthly Bills and Expenditures

V. Old Business

VI. New Business

A. Fiscal Year '26 Classification and Compensation Plan

VII. Reports

Benefits

- A. Benefit Statistics
- B. Benefit Programs Unit Overview
- C. SNAP Participation Report
- D. VIEW Report

- E. Employment Services & Benefits Trends
- F. Fraud Report

Services

- A. Service Statistics
- B. Emergency Services Report

Others

- A. Reception Log Report
- B. DSS Check-In – Wait Time Report

VIII. General Information

IX. Board Comments

X. Public Comments

XI. Closed Session per Code of Virginia 2.2-3711 (A) (1) and Code of Virginia 2.2-3711 (A) (4)

- A. Personnel
- B. Cases

XII. Adjournment

MINUTES

MINUTES

A. February 2025 Minutes

**HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
MARCH 24th, 2025**

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CALL TO ORDER: The meeting was called to order by Odachowski.

ROLL CALL: Director Amy Rice called the roll. There were seven (7) board members in attendance: Jean Odachowski, Paul Kennedy, Sarah Taylor, Andrea Robertson, Dr. Holland, Willie Scales, and Ricky Walker. We are one member short of a full Board. Others present: Director Amy Rice, Assistant Director of Services April Evans, Assistant Director of Benefits Lisa Thompson, Administrative Services Manager Susanna Lawrence, and Administrative Programs Assistant Randall Taylor.

APPROVAL OF MINUTES: Motion by Walker, seconded by Scales, to approve the minutes of the February 2025 board meeting. Vote – Unanimous.

APPROVAL AND/OR CHANGES/ADDITIONS TO AGENDA:

Motion by Scales, seconded by Kennedy to approve the agenda. Vote- Unanimous.

REPORTS OF COMMITTEES:

The budget committee met March 24th, 2025, and it was recommended by the committee that the budget be approved.

REVIEW AND APPROVAL OF ADMINISTRATIVE BILLS AND EXPENDITURES:

Administrative Services Manager Susanna Lawrence reviewed the Bills and Expenditures for the month ending February 28th, 2025, stating we have spent 65% of allocations for report #1 and 53% for report #2. There were no adjustments for the month of February. We had total net expenditures of 799,713.37 for the month of February.

Motion by Kennedy, seconded by Scales, to pay the bills. Vote – Unanimous.

OLD BUSINESS:

A. By-Laws Committee – By-Laws Committee members were selected as Dr. Holland, Walker, and Kennedy volunteered. The committee will meet prior to the next board meeting with specifics to be arranged later.

B. Review and Approval of 2025-26 Local Budget – Reviewed by Administrative Services Manager Susanna Lawrence. The Budget Committee met March 24th, 2025, to review the FY 2024-2025 local budget. Changes in operating expenses included legal fees increasing by 5000, maintenance service agreement increased, custodial services increased by 2000 to account for minimum wage increase. Water/Sewer bills increased so budget adjusted accordingly. Vehicle insurance adjusted by 500, Motor Vehicles budget was increased 6000 to account for agency need of a new third row vehicle, and this budget item should decrease next year. Software budget saw an additional amount of 8,500 for the CARE Portal. The CARE Portal accounts for over 30,000 in donations so this expense should pay for itself.

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OLD BUSINESS CONTINUED

Salaries for Fiscal Year total 7,650,853.00 total. The governor assigned budget included a 1.5 percent bonus for state supported employees, employees had to be employed before February 1st and remain employed by May 31st to be eligible for this bonus. There is also a 3% state supported cost of living increase. Other changes from fiscal year 24/25 include: Internal Alignments 42,001, VRS Increase correction 41,652. Upgrade to security system will be 11,000 and will be handled by EMI. Fostering Futures 30,000, Auxiliary Grants 35,000. The total budget 11,585,104 has been submitted to the county and city.

Motion by Kennedy, seconded by Walker, to approve the budget. Vote – Unanimous.

NEW BUSINESS:

A. Kinship Navigator Opioid Abatement Authority Proposal – Director Rice states the agency is requesting a Kinship Navigator using the Opioid Abatement fund. Proposal will be made for the position to last 3 years to the city and county. The position is funded from the Opioid Abatement Authority with no required match from the county or city, the total being \$80,931 for the position. No vote was required but the board voiced unanimous support for the proposal.

B. Adoption Event – April Evans advised a Foster Parent Adoption Celebration will be held April 25th, which will be held at New College Institute. There will be a guest speaker, catering, and door prizes.

REPORTS:

Benefits – Reviewed by Assistant Director of Benefits Lisa Thompson to include the following statistics for February 2025:

The February 2025 Childcare compliance rate was 100%; the Medicaid compliance rate was 94.1 %, the SNAP compliance rate was 96.8% with SNAP issuance for the month of February 2025 at \$2,219,979; and the TANF compliance rate was 94.7%.

The February 2025 Benefit Programs Unit Overview included Intake Unit currently has 18% vacancy rate, with 2 members in the new training unit. Ongoing consists of 2 units, and currently there are 7 vacancies for a 29% vacancy rate with 4 members in the training unit. Specialty Unit currently has 20% vacancy rate. Employment Services Unit has 20% vacancy rate.

The February 2025 VIEW Participant Profile report reflected 73 VIEW and VIEW Transitional participants.

The February 2025 Employment Services report reflected 430 Day Care cases; 66 VIEW cases; and 10 SNAPET cases. There is currently a waiting list for Day Care services. The February 2025 Benefit Programs report reflected 24,837 Medicaid cases; 14,132 SNAP cases; and 366 TANF cases.

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REPORTS CONTINUED**

The February 2025 Fraud report reflected \$11,020 in cost savings of finalized investigations and \$2,410 in recoupment, with cash payments of \$275.00, and Restoration offset of \$1723.41.

Services – Reviewed by Assistant Director of Services April Evans to include the following statistics for February 2025:

Foster Care Unit: Number of Children in Foster Care – 83; Monthly Foster Care Visits Required – 95%; Monthly Foster Care Visits in Residence – 62%; Congregate Care Placements – 13 at 18%; Kinship Fictive Placements - 10%, Approved Foster Homes – 18 homes; and the Foster Care Vacancy Rate is 38% with 3 vacancies.

Child Protective Services Unit: Total CPS Complaints – 58; CPS Investigations/Family Assessments (Valid) – 20; CFSR Timeliness of First Contact with Victim – 25 at 96%; CPS Referrals Closed Before Due Date – 6 at 67%; and the CPS Vacancy Rate is 38% with 3 vacancies.

Family Preservation Unit: Family Preservation Cases – 32; In Home Case Contacts Made – 44 at 96%; Family Support Case Contacts Made – 42 at 86%; Current Service Plans – 7 at 78%; and the Family Preservation Vacancy Rate is 0% with only no vacancies remaining.

Adult Protective Services Unit: APS Valid Complaints – 36; APS Invalid Complaints – 16; Timeliness of Investigation Initiation – 36 at 100%; Timeliness of Disposition – 36 at 100%; Ongoing APS Monthly Contact Compliance – 2 at 100%; and the Adult Services Unit remains fully staffed.

Purchased Services: Adult Services/Companion – 1 case; VIEW Purchased – 33 cases; SNAPET Purchased – 2 cases; and Family Preservation – 9 cases; for a total of 45 Purchased Services.

Emergency Intake Report: There were 13 clients seen for the City of Martinsville with a total of \$506.52 in expenditures leaving a balance of \$14,066.29. There were 38 clients seen for Henry County with a total of \$1,120.59 in expenditures, leaving a balance of \$14,293.92.

Other Reports – Reviewed by Office Supervisor Kimberly King to include the following statistics for February 2025:

Reception Log Report – For the month of February 2025, we had 1951 visitors in the agency for an average of 103 per day; we received 2,672 incoming phone calls; and we issued 206 EBT cards.

DSS Check-In Wait Time Report – For the month of February 2025, the average wait time was 7.05 minutes.

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GENERAL INFORMATION – There was no “General Information” to report.

BOARD COMMENTS – There were no “Board Comments” this month.

PUBLIC COMMENTS – There were no “Public Comments” this month.

CLOSED SESSION:

Motion by Taylor, seconded by Walker, to adjourn to Closed Session per Code of Virginia 2.2-3711 (A) (1) and 2.2-3711 (A) (4) for purpose of discussing Personnel Matters and Cases. Vote – Unanimous.

Motion by Taylor, seconded by Walker, to reconvene in General Session. Vote – Unanimous.

CERTIFICATION OF CLOSED SESSION: WHEREAS, The Henry-Martinsville Board of Social Services has convened in the closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provision of the Virginia Freedom of Information Act, and **WHEREAS**, 2.2-3711 (A) (4) of the Code of Virginia required certification by the Henry-Martinsville Department of Social Services that such a closed meeting was conducted in conformity with Virginia Law. **NOW THEREFORE BE IT RESOLVED** that to the best of each member’s knowledge; (i) only public business matters lawfully exempt from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (ii) only such business matters were identified in the motion convening the closed meeting were heard, discussed, or considered by The Henry-Martinsville Board of Social Services.

Motion by Kennedy, seconded by Scales, to approve the adoptions for Case #20054618. Vote - Unanimous

Motion by Scales, seconded by Walker, to approve the adoptions for Case #21171263. Vote - Unanimous

ADJOURNMENT:

The meeting adjourned at 4:00 p.m.

Jean Odachowski, Board Chair

Randall Taylor, Recorder

Amy W. Rice, Director

REPORTS
OF
COMMITTEES

Reports of Committees

A. By-Laws Committee

BILLS

&

EXPENDITURES

BILLS AND EXPENDITURES

A. Monthly Bills and Expenditures

REPORT #1

CATEGORIES	LOCAL APPROVED HENRY-MARTINSVILLE SOCIAL SERVICES 2024/2025 TOTAL BUDGET										FOR TEN MONTHS ENDED 3/31/25	
	LOCAL	LOCAL	LOCAL	STATE	PROJECTED	ACTUAL	UNDER	UNEXPENDED	STATE			
	APPROVED	CHANGES	REVISED	ALLOCATIONS	EXPENDITURES	EXPENDITURES	BUDGET	BUDGET	BALANCE	% SPENT		
AUXILIARY GRANTS	H	230,000		230,000	232,450	191,667	179,759	11,908	50,241	52,691	78%	
AUXILIARY GRANTS	M	115,000		115,000	128,113	95,833	108,617	(12,784)	6,383	19,496	94%	
AUXILIARY GRANTS - SUPP HOUSING	H	20,000		20,000	32,950	16,667	10,821	5,846	9,179	22,129	54%	
AUXILIARY GRANTS - SUPP HOUSING	M	12,000		12,000	30,933	10,000	25,409	(15,409)	(13,409)	5,524	212%	
REFUGEE CASH ASSISTANCE	M			9,702	-	-	-	-	-	9,702		
TANF EMERGENCY ASSISTANCE	H			1,500	-	-	-	-	-	1,500		
TANF EMERGENCY ASSISTANCE	M			1,500	-	-	-	-	-	1,500		
TANF MANUAL	H	1,000		1,000	1,000	833	-	833	1,000	1,000	0%	
TANF MANUAL	M	1,000		1,000	1,000	833	-	833	1,000	1,000	0%	
TANF - WORKING PARENTS	H	1,000		1,000	1,000	833	-	833	1,000	1,000	0%	
TANF - WORKING PARENTS	M	1,000		1,000	1,000	833	-	833	1,000	1,000	0%	
IVE - FOSTER CARE	H	730,000		730,000	405,558	608,333	349,036	259,297	380,964	56,522	48%	
IVE - FOSTER CARE LOCAL ONLY*	H				-	-	509	(509)	(509)	(509)		
IVE - FOSTER CARE	M	95,000		95,000	23,175	79,167	4,374	74,793	90,626	18,801	5%	
IVE - FOSTER CARE LOCAL ONLY*	M						-	-	-	-		
FOSTERING FUTURES FOSTER CARE	H	13,000		13,000	40,188	10,833	33,772	(22,939)	(20,772)	6,416	260%	
FOSTERING FUTURES FOSTER CARE	M	3,000		3,000	-	2,500	-	2,500	3,000	-	0%	
STATE ADOPTION ASST-SPEC NEED	H	80,000		80,000	62,864	66,667	52,460	14,207	27,540	10,404	66%	
STATE ADOPTION ASST-SPEC NEED	M	10,000		10,000	-	8,333	-	8,333	10,000	-	0%	
ADOPTION SUBSIDY FEDERAL IV-E	H	1,250,000		1,250,000	1,159,503	1,041,667	1,011,513	30,154	238,487	147,990	81%	
ADOPTION SUBSIDY FEDERAL IV-E	M	51,000		51,000	31,266	42,500	26,168	16,332	24,832	5,098	51%	
EMERGENCY FUND*	H	23,771		23,771	-	17,828	9,878	7,950	13,893	-	42%	
EMERGENCY FUND*	M	21,066		21,066	-	15,800	8,225	7,575	12,841	-	39%	
FUEL - LOCAL ONLY*	H	-		-	-	-	-	-	-	-		
FUEL - LOCAL ONLY*	M	-		-	-	-	-	-	-	-		
ADMIN - BASE POOL FUND	H-M	6,808,964		6,808,964	6,787,755	5,674,137	5,625,204	48,933	1,183,761	1162552	83%	
ADMIN - NO LOCAL MATCH	H-M	368,460		368,460	333,416	307,050	276,913	30,137	91,547	56503	75%	
ADMIN - NO LOCAL NON GOV'T PIPP	H-M				49,582	-	47,262	(47,262)	(47,262)	2320		
ADMIN - NO LOCAL MED UNWINDING	h-m											
PASS-THROUGH ADMINISTRATION	H-M	781,112		781,112	178,648	650,927	88,080	562,847	693,032	90,568	11%	
OUT STATION ELIG PASS-THRU	H-M	66,175		66,175	-	55,146	-	55,146	66,175	-	0%	
COM BOARD/AWARD PRG*	H-M	9,943		9,943	-	7,457	4,962	2,495	4,981	-	50%	
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	2,633	4,372	(1,740)	(862)	-	125%	
PURCHASED SER - ALL	H	375,731		375,731	237,218	313,109	107,969	205,140	267,762	117,540	29%	
PURCHASED SER - ALL	M	150,471		150,471	95,487	125,393	52,969	72,424	97,502	99,947	35%	
TOTAL		11,222,203	-	11,222,203	9,845,808	9,346,978	8,028,271	1,318,707	3,193,932	1,890,694	72%	

REPORT #2											
LOCAL APPROVED											
HENRY-MARTINSVILLE SOCIAL SERVICES											
2024/2025 TOTAL LOCAL SHARE BUDGET											
CATEGORIES		LOCAL APPROVED	LOCAL CHANGES	LOCAL REVISED	STATE ALLOCATIONS	PROJECTED EXPENDITURES	ACTUAL EXPENDITURES	(OVER) UNDER BUDGET	UNEXPENDED BUDGET	STATE BALANCE	% SPENT
AUXILIARY GRANTS	H	46,000		46,000	46,490	38,333	35,954	2,379	10,046	10,536	78%
AUXILIARY GRANTS	M	23,000		23,000	25,623	19,167	21,723	(2,556)	1,277	3,900	94%
AUX GRANT SUPPORTIVE HOUSING	H	4,000		4,000	6,606	3,333	2,167	1,166	1,833	4,439	54%
AUX GRANT SUPPORTIVE HOUSING	M	2,400		2,400	6,187	2,000	5,083	(3,083)	(2,683)	1,104	212%
TANF	H	-		-	-	-	-	-	-	-	-
TANF	M	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	H	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE	H	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	H	-		-	-	-	509	(509)	(509)	(509)	
TANF - FOSTER CARE	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	H	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	M	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	H	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	M	-		-	-	-	-	-	-	-	-
EMERGENCY FUND*	H	23,771		23,771	-	17,828	9,878	7,950	13,893	-	42%
EMERGENCY FUND*	M	21,066		21,066	-	15,800	8,225	7,575	12,841	-	39%
FUEL - LOCAL ONLY	H	-		-	-	-	-	-	-	-	-
FUEL - LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
ADMIN BASE POOL FUND	H-M	1,055,389		1,055,389	1,052,103	879,491	871,907	7,584	183,482	180,196	83%
PASS THROUGH ADMIN	H-M	531,156		531,156	119,694	442,630	58,135	384,495	473,021	61,559	11%
ELIG OUT STATION PASS THRU	H-M	-		-	-	-	-	-	-	-	-
COMP BOARD/AWARD PROGRAM *	H-M	9,943		9,943	-	7,457	4,962	2,495	4,981	-	50%
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	2,633	4,372	(1,740)	(862)	-	125%
PURCHASED SER - ALL	H	35,441		35,441	28,097	29,534	14,831	14,703	20,610	13,266	42%
PURCHASED SER - ALL	M	22,904		22,904	12,476	19,087	6,700	12,386	16,204	5,776	29%
TOTAL		1,778,580		1,778,580	1,297,276	1,477,293	1,044,446	432,846	734,134	280,267	59%

STATE BUDGET							
JUL/TRANSFER 5,000 FROM COUNTY TO CITY B/L 835 IVE PREVENTION POS							
JUL/+ 3,600 B/L 855 BASE ADMIN-12 FAMILY PARTNERSHIP MEETINGS 3/24-5/24							
JUL/+4,030 B/L 851 MEDICAID UNWINDING FOR AUGUST 2024							
JUL/TRANSFER 2,300 FROM COUNTY TO CITY B/L 807 AUX GRANTS-SUPPORTIVE HOUSING							
AUG/+17,780 B/L 807 COUNTY AUXILIARY GRANT SUPPORTIVE HOUSING							
SEP/TRANSFER 1,000 FROM COUNTY TO CITY B/L 830 CHILD WELFARE SUBS ABUSE POS							
SEP/TRANSFER 5,000 FROM COUNTY TO CITY B/L 835 IVE PREVENTION POS							
SEP/+2,000 B/L 855 BASE ADMIN-8 RELATIVE KIN PLACEMENTS							
SEP/+8,100 B/L 855 BASE ADMIN-27 FAMILY PARTNERSHIP MEETINGS 6/24-8/24							
NOV/+20,930 B/L 814 COUNTY FOSTERING FUTURES-PROJECTION F/Y 25							
JAN/+1,000 B/L 855 BASE ADMIN-84RELATIVE KIN PLACEMENTS							
JAN/+5,100 B/L 855 BASE ADMIN-17 FAMILY PARTNERSHIP MEETINGS 9/24-11/24							

HENRY COUNTY
ADMINISTRATIVE MONTHLY EXPENDITURE REPORT
BY ACCOUNT
FOR THE MONTH OF MARCH 2025

ACCOUNT NAME	EXPENDITURES	ADJUSTMENTS / REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
51100 - SALARIES	390,217.95	0.00	0.00	390,217.95
51200 - SALARIES & WAGES - OVERTIME	1,876.88	0.00	0.00	1,876.88
51300 - PART TIME SALARY	8,417.01	0.00	0.00	8,417.01
52100 - FICA/MEDI	29,914.54	0.00	0.00	29,914.54
52210 - RETIREMENT	51,222.57	0.00	0.00	51,222.57
52300 - HEALTH	61,589.45	0.00	0.00	61,589.45
52410 - GROUP LIFE	4,173.92	0.00	0.00	4,173.92
52500 - LTD CORE	1,586.44	0.00	0.00	1,586.44
53110 - PROFESSIONAL HEALTH SERVICES	224.00	0.00	0.00	224.00
53150 - LEGAL SERVICES	7,376.00	0.00	0.00	7,376.00
53160 - PROFESSIONAL SERVICES - OTHER	1,057.64	0.00	0.00	1,057.64
53312 - REPAIRS & BUILDING MAINTENANCE	107.52	0.00	0.00	107.52
53320 - MAINTENANCE SERVICE CONTRACTS	1,288.93	0.00	0.00	1,288.93
53600 - ADVERTISEMENT	112.00	0.00	0.00	112.00
53800 - PUR SERVCS FROM OTHER GOV'T	75.23	0.00	0.00	75.23
53908 - CONTRACTED CUSTODIAL SERVICE	2,800.00	0.00	0.00	2,800.00
55110 - ELECTRICAL SERVICES	5,729.89	0.00	0.00	5,729.89
55130 - WATER AND SEWER	432.56	0.00	0.00	432.56
55152 - GARBAGE SERVICE	472.94	0.00	0.00	472.94
55230 - TELECOMMUNICATIONS	3,004.91	0.00	0.00	3,004.91
55530 - TRAVEL - SUBSISTENCE & LODGING	122.92	0.00	0.00	122.92
55540 - TRAVEL - CONVENTION/EDUCATION	1,973.00	0.00	0.00	1,973.00
56001 - OFFICE SUPPLIES	3,228.15	0.00	0.00	3,228.15
56005 - LAUNDRY, JANITORIAL SUPPLIES	1,989.99	0.00	0.00	1,989.99
56007 - REPAIR & MAINTENANCE SUPPLIES	182.32	0.00	0.00	182.32
56008 - VEHICLE & POWER EQUIP - FUEL	1,684.13	0.00	0.00	1,684.13
56012 - BOOKS AND SUBSCRIPTIONS	129.00	0.00	0.00	129.00
56014 - OTHER SUPP & LOCAL ONLY TRAVEL	274.80	0.00	0.00	274.80
582095 - COMPUTER SOFTWARE	564.00	0.00	0.00	564.00
58311 - BUILDING & IMPROVEMENTS DEPREC	5,766.06	0.00	0.00	5,766.06
 TOTAL EXPENDITURES	 587,594.75	 0.00	 0.00	 587,594.75

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF MARCH 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-AGE HENRY - ASSISTED LIVING FACILITIES-AGED	80404	7,885.00	0.00	0.00	7,885.00
089-DIS HENRY - ASSISTED LIVING FACILITIES-DISABLED	80406	8,442.00	0.00	(2,446.00)	5,996.00
089-ASH HENRY - AUXILIARY GRANTS SUPPORTIVE HOUSING DIS - DISABLED	80703	1,320.00	0.00	0.00	1,320.00
089-EF HENRY - EMERGENCY FUND UTIL - UTILITIES	00630	1,000.00	0.00	0.00	1,000.00
089-SAC HENRY - FEDERAL ADOPTION ASSIST - CHILD CARE REIMB	81201	2,051.00	0.00	0.00	2,051.00
089-SAE HENRY - FEDERAL ADOPTION ASSIST - ENHANCED MAINTEN	81203	46,196.00	0.00	0.00	46,196.00
089-SA HENRY - FEDERAL ADOPTION ASSISTANCE - BASIC MAINTEN	81201	55,697.00	0.00	0.00	55,697.00
089-FFL HENRY - FOSTERING FUTURES (IV-E) LOCAL FOSTER HOME MAIN - BASIC MAINTENANCE	81402	3,071.00	0.00	0.00	3,071.00
089-CPA HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY CC - FOSTER CARE - CHILD CARE CLOT - SUPPLEMENTAL CLOTHING EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN	81108 81108 81112 81108	1,655.00 599.17 19,936.00 9,076.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	1,655.00 599.17 19,936.00 9,076.00
TOTAL FOR HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY		31,266.17	0.00	0.00	31,266.17
089-FFC HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN TRAV - FOSTER CARE - TRAVEL	81113 81110 81110	6,496.00 5,738.37 241.20	0.00 (138.04) 0.00	0.00 0.00 0.00	6,496.00 5,600.33 241.20
TOTAL FOR HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES		12,475.57	(138.04)	0.00	12,337.53
089-SNA HENRY - STATE ADOPTION ASSISTANCE EMAD - ENHANCED MAINTENANCE FOR ADS MAIN - BASIC MAINTENANCE	81703 81702	3,584.00 1,672.00	0.00 0.00	0.00 0.00	3,584.00 1,672.00
TOTAL FOR HENRY - STATE ADOPTION ASSISTANCE		5,256.00	0.00	0.00	5,256.00

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF MARCH 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
690-AGE MARTIN - ASSISTED LIVING FACILITIES-AGED	80404	7,247.00	0.00	(2,446.00)	4,801.00
690-DIS MARTIN - ASSISTED LIVING FACILITIES-DISABLED	80406	8,083.00	0.00	0.00	8,083.00
690-ASH MARTIN - AUXILIARY GRANTS SUPPORTIVE HOUSING DIS - DISABLED	80703	2,543.00	0.00	0.00	2,543.00
690-EF MARTIN - EMERGENCY FUND UTIL - UTILITIES	00630	964.59	0.00	0.00	964.59
690-SA MARTIN - FEDERAL ADOPTION ASSISTANCE - BASIC MAINT	81201	2,632.00	0.00	0.00	2,632.00
690-FFC MARTIN - IV-E LOCAL AGENCY FOSTER FAMILY HOMES R&B - MAIN	81110	563.00	0.00	0.00	563.00
TOTAL EXPENDITURES		196,692.33	(138.04)	(4,892.00)	191,662.29

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF MARCH 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-APS HENRY - ADULT PROTECT SERV (OPS) (895)					
EWRI - ELIGIBLE W/O REGARD TO INCOME	89501	35.81	0.00	0.00	35.81
FEE - GUARDIANSHIP FEES	89501	0.00	(10.00)	0.00	(10.00)
TOTAL FOR HENRY - ADULT PROTECT SERV (OPS) (895)		35.81	(10.00)	0.00	25.81
089-ADI HENRY - ADOPTION INCENTIVE	82001	60.78	0.00	0.00	60.78
089-COM HENRY - ADULT SERVICE -PAYROLL- COMPANION (833)					
DIS - SSI - DISABLED	83304	1,254.72	0.00	0.00	1,254.72
089-SUB HENRY - CHILD WELFARE SUBSTANCE ABUSE SERV(830)	83001	1,479.61	0.00	0.00	1,479.61
089-FPR HENRY - FAMILY PRESERVATION - P.S. (IVB2) (866)					
FAMU - FAMILIES (UNDUPLICATED)	86602	135.20	0.00	0.00	135.20
089-FAT HENRY - FATHERHOOD ENGAGEMENT & SUPPORT	87601	257.50	0.00	0.00	257.50
089-PP HENRY - IVE PREVENTION PROMISING PRACTICE					
HFW - HIGH FIDELITY WRAPAROUND (HFW)	83503	0.00	(50.00)	0.00	(50.00)
089-RS HENRY - RESPITE CARE					
SER - SERVICE FEES	86401	54.00	0.00	0.00	54.00
089-VJS HENRY VIEW SUPPORT - JOB SEARCH	270				
EI - EMERGENCY INTERVENTION	87202	614.76	0.00	0.00	614.76
089-VTT HENRY VIEW TRANSITIONAL - TRANSPORTATION	87204	1,014.00	0.00	0.00	1,014.00
089-TRA HENRY VIEW TRANSPORTATION					
TRAN - TRANSPORTATION	87207	2,583.95	0.00	0.00	2,583.95
089-VSU HENRY-VIEW SUPPORT SERVICES-UNSUBSIDIZED EMP	87202	734.71	0.00	0.00	734.71
690-APS MARTIN ADULT PROTECTIVE SERVICES (895)					
EWRI - ELIGIBLE W/O REGARD TO INCOME	89501	21.40	0.00	0.00	21.40
FEE - GUARDIANSHIP FEES	89501	0.00	(35.00)	0.00	(35.00)
TOTAL FOR MARTIN ADULT PROTECTIVE SERVICES (895)		21.40	(35.00)	0.00	(13.60)

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF MARCH 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
690-SNP MARTIN SNAPET PURCHASED (844)					
TRAN - SNAPET PARTICIPANT EXPENSES	84404	199.25	0.00	0.00	199.25
690-TRA MARTIN VIEW TRANSPORTATION					
TRAN - TRANSPORTATION	87207	1,564.10	0.00	0.00	1,564.10
TOTAL EXPENDITURES		10,009.79	(95.00)	0.00	9,914.79

HENRY COUNTY
MONTHLY EXPENDITURE REPORT
FOR THE MONTH OF MARCH 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
GRAND TOTAL		794,296.87	(233.04)	(4,892.00)	789,171.83

OLD BUSINESS

NEW BUSINESS

NEW BUSINESS

A. Fiscal Year '26 Classification and Compensation Plan



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



NON-DEVIATING LOCAL DEPARTMENT (LDSS)

Local Department of Social Services (LDSS) Compensation Plan 2025-2026

SECTION I: AGENCY INFORMATION	
LDSS Name: Henry-Martinsville DSS	REGION: (Central, Eastern, Northern, Piedmont, Western)
LDSS FIPS Number: 089	Piedmont
SECTION II: LDSS CONTACT INFORMATION	
<i>In the event HR has questions regarding this Comp Plan, whom should we contact?</i>	
Contact Name: Amy W. Rice	Title: Director III
Telephone Number (276) 656-4301	Email Address: amy.w.rice@dss.virginia.gov
SECTION III: LDSS COMPENSATION & CLASSIFICATION PLAN YEAR	
This plan will be in effect from June 1, 2025 to May 31, 2026. (DO NOT ALTER)	

How to Prepare the Compensation Plan

1. Complete Sections I through XI.
2. To select the yes/no box on any of the pay actions, click inside of the yes or no box, right click, select properties, under default value select the radio button that says "checked" and that will populate the box. To unselect the yes or no box, select the radio button that says "not" checked.
3. Obtain all required signatures in Section XI.
4. Scan and e-mail the completed/signed copy of the Compensation Plan and any other required documentation to **LDSSCOMPLANS@dss.virginia.gov** **Please include in the subject line: Agency Name 2025-2026 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the mailbox.**
5. Do not send the compensation plan and/or required documentation to any other mailbox or email recipient. **Comp plans are no longer being sent to the class comp mailbox.**
6. Do not password protect the comp plan, signature page or attachments.

Submit the Compensation Plan and all required documentation **no later than April 30, 2025**.

Contact **LDSSCOMPLANS@dss.virginia.gov** to request an extension if you are unable to meet this deadline.

Amending your Compensation Plan:

1. If your Compensation Plan has already been approved by VDSS HR and you wish to amend your plan, please check the "Section Amended" box in each section that you are amending.

2. **The amended box should only be selected if your comp plan has already been approved by VDSS HR and you wish to amend your original plan.** Obtain all required signatures in Section IX. Scan and e-mail the revision to LDSSCOMPLANS@dss.virginia.gov Please include in the subject line: **Agency Name 2025-2026 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the mailbox.**
3. Do not send your amended comp plan and/or required documentation to any other mailbox as this delays the approval process. **Comp plans are no longer being sent to the class comp mailbox.**
4. Do not password protect the comp plan, signature page or attachments.

SECTION IV: State & Local Increases

A. State Supported Local Increase:

A 3% salary supported local increase for state supported local employees was approved by the Governor and is effective July 1, 2025. The increase must be for all FT employees and every FT employee must receive a salary increase of the same percent. PT employees are not eligible.

A portion (or all of the 3% funding) can also be used for a range revision but the same guidelines apply as indicated above. You will not be able to use the 3% funding for a state supported local increase and an additional 3% funding for a range revision. You will need to complete the range revision section (section X) if you are choosing this option. Finance will take back the funding if a total of 3% was not used for the state supported local increase and/or a range revision.

This increase cannot be used to fund merit increases or internal alignments. There is no restriction on eligibility such as hire date and does not exclude employees who are in a probationary period.

Note: If you have a range revision effective on the same date as the state supported local increase, the range revision increase should be keyed first, followed by the state supported local increase.

Will the LDSS provide all (or a portion of) the 3% funding effective July 1, 2025 for the **state supported local increase?** **Yes** **No**

If yes, what is the flat percentage increase that all FT employees will receive? 3% Eff. date: 7/1/2025

Will the LDSS provide all (or a portion of) the 3% funding effective July 1, 2025 for a **range revision?** **Yes** **No**

If yes, please complete the Range Revision section in section X.

Section Amended

B. Additional Local Salary Increases**

***This section reflects additional salary increases the local board and/or locality has granted.*

BONUS IS NOT AN APPROVED PAY ACTION and should not be listed here. Please see page 23 of the Administrative/Human Resources manual for reference on bonuses.

State Supported Local increases should be listed in Section A.

1. Will the LDSS grant a local salary increase? **Yes** **No**

More than one increase? **Yes** **No**

1st Percentage Increase: _____ %

1st Effective Date : _____

2nd Percentage Increase: _____ %

2nd Effective Date: _____

2. Will the locality grant **any other type of local increase?** **Yes** **No**

If yes, complete items (a) through (d) below:

a) Indicate the type of increase: _____

b) Indicate the positions effected: _____

c) Indicate the effective date: _____

d) Indicate the minimum and maximum increase: Minimum _____ % Maximum _____ %

Section Amended

SECTION V: Pay Practices (Ref. Chapter 2 of the Administrative/HR Manual for a full description)

A. Merit Increase (Merit increases are not covered by the 3% funding effective 7/1/25 and will not be reported to Finance as part of the take back program).

The LDSS will provide a merit increase. **Yes** **No**

If yes, select one of the following:

One merit date applies to all employees. Enter effective date (month/day/year): _____

The effective date is the anniversary date of the employee.

** Do not include bonus in this section. Bonus is not an approved pay action.

Indicate the percentage increase for an overall performance rating of:

1. Outstanding: _____ % (**flat percentage; not a range**)

2. Exceeds Expectations: _____ % (**flat percentage; not a range**)

3. Meets Expectations: _____ % (**flat percentage; not a range**)

Section Amended

B. Starting Pay (Hover over "Click to select a methodology" below, click and select from drop down arrow)

Methodology: **Experience Ratio Worksheet and Compensation Decision Worksheet**

Describe LDSS Derived Methodology (if applicable):

Section Amended

C. Promotional Salary Increase (only occurs through competitive attainment of position)

The LDSS will evaluate pay in the case of a promotion. **Yes** **No**

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

Methodology: **Experience Ratio Worksheet and Compensation Decision Worksheet**

Describe [LDSS Derived Methodology](#) (if applicable):

Section Amended

D. Voluntary (Lateral) Transfer – “Competitive” (Internal candidate competes for/accepts different position in same band/tier as current position)

The LDSS will evaluate pay in the case of a competitive voluntary lateral transfer. **Yes** **No**

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

Methodology: **Click to select a methodology**

Describe [LDSS Derived Methodology](#) (if applicable):

Section Amended

E. Voluntary (Lateral) Transfer –“Non-Competitive” (LDSS accepts employee’s request to move to different position in same pay band/tier as current position)

The LDSS will evaluate pay in the case of a non-competitive voluntary lateral transfer. **Yes** **No**

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

Methodology: **Click to select a methodology**

Describe [LDSS Derived Methodology](#) (if applicable):

Section Amended

F. Redefinitions (Gradual, unplanned changes to position’s duties/responsibilities)

The LDSS will evaluate pay in the case of a [redefinition upward \(higher pay band or higher tier in same pay band\)](#). **Yes** **No**

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

The LDSS will evaluate pay in the case of a [redefinition lateral \(same tier in the same pay band\)](#) **Yes** **No**

Percentage Increase (**Not Required**): Minimum _____% Maximum _____%

Methodology: **Same Methodology as for Starting Pay**

Section Amended

G. Voluntary Demotions

The LDSS will evaluate pay in the case of a voluntary demotion (**competitive**). Employee applies for and accepts position in lower pay band or lower tier in same pay band within same LDSS **Yes** **No**

Methodology: Experience Ratio Worksheet and Compensation Decision Worksheet

Indicate [LDSS Derived Methodology](#) (if applicable):

The LDSS will evaluate pay in the case of a voluntary demotion (**non-competitive**). Current employee's request for position in lower pay band or lower tier in same pay band **Yes** **No**

Methodology: Experience Ratio Worksheet and Compensation Decision Worksheet

Indicate [LDSS Derived Methodology](#) (if applicable):

Section Amended

H. Internal Alignment (fairness criterion that takes into consideration the proximity of an employee's salary to the salaries of similarly situated employees on such factors as experience, knowledge/skills/abilities, etc.)

The LDSS will evaluate pay in the case of an internal alignment. **Yes** **No**

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: Experience Ratio Worksheet and Internal Alignment Analysis Worksheet

Indicate [LDSS Derived Methodology](#) (if applicable):

Section Amended

I. Change of Duties (New higher-level duties/responsibilities critical to LDSS Operations but do not warrant change in classification)

The LDSS may provide a pay increase for change of duties. **Yes** **No**

Percentage Increase (**Not Required**): Minimum ____% Maximum ____%

Methodology: **Experience Ratio Worksheet and Compensation Decision Worksheet**

Indicate [LDSS Derived Methodology](#) (if applicable):

Section Amended

J. End-of-Probation Increase (May be awarded upon successful completion of probationary period)

The LDSS will provide an end-of-probation increase. **Yes** **No**

Flat percentage; not a range (**Required – Same Percentage Applies to All**): **5%**

Section Amended

K. End-of-Conditional-Status Increase (Following a Promotion) May be awarded following successful completion of conditional status following promotion.

The LDSS will provide an end-of-conditional-status increase. **Yes** **No**

Flat percentage; not a range (**Required – Same Percentage Applies to All**): **5%**

A. End-of-Trainee-Period Increase (Available only to FSS I, Fraud Investigator I, BPS I, Self-Sufficiency Specialist I). May elect to give a salary increase upon successful completion of the training period.

The LDSS will provide an end-of-trainee-status increase. **Yes** **No**

Flat percentage-Not a range (**Required – Same Percentage Applies to All**): 5%

Section Amended

B. Retention (May be granted to prevent employees from seeking employment outside of LDSS)

The LDSS may provide a salary increase for retention. **Yes** **No**

Flat percentage; not a range (**Required – Same Percentage Applies to All**): 10%

Section Amended

C. Attainment or Use of Critical Skill (May grant if now being used as part of regular job duties. Should not be exercised if already factored into starting salary or recent promotion).

The LDSS will provide a pay increase for attainment or use of critical skill. **Yes** **No**

If yes, please complete the table below:

Occupation Title:	Attainment Type/Critical Skill:	Percentage Increase	Agency need for this attainment type/critical skill
All Staff	Licensure (LCSW/LPC)	10%	Helpful in job responsibilities
All Staff	Master's Degree	6%	Helpful in job responsibilities
BPS I, II, III, IV, Supervisor, Self Sufficiency Specialist, and Administration Staff	Bachelor's Degree	5%	Helpful knowledge for job responsibilities
All Staff	Bilingual	5%	Helpful in job responsibilities
Administration Staff	Certification	2%	Helpful in job responsibilities
Family Services Specialist I, II, III, or IV	Child Forensic Interview Certification	2%	Job responsibilities of effective interviewing in child abuse cases. Must maintain accreditations with peer reviews and ongoing education.
Fraud Investigator and Fraud Supervisor	Welfare Fraud Investigator Certification (CWFI certification)	2%	Helpful in job responsibilities. Must maintain yearly certification.
Director, Assistant Director, Administrative Services Manager, Fiscal Assistant Supervisor	SHRM-CP	7%	Human Resource certification to support a Level III agency.
Director, Assistant Director, Administrative Services Manager, Fiscal Assistant Supervisor	SHRM-SCP	7%	Human Resource certification to support a Level III agency.
Family Services Specialist I, II, III, or IV HSA III Self-Sufficiency	Family Partnership Facilitator	2%	Support to the agency. Must complete training, maintain certification and ongoing training. Must complete no less than 8 Family Partnerships within a fiscal year.

Examples of critical skills include bilingual, certification, degree, licensure, CPR, sign language, Red Cross Train the Trainer, LCSW, FPM Facilitator, etc.

Minimum 2% Maximum 10%

D. **Competitive Salary Offer** (Counter-offer). The employee must have received a verified, higher salary offer for a position from another employer. The counter-offer is not to exceed the offer or the maximum of the salary range. Only one-counter offer can be made per offer.

The LDSS may provide a competitive salary increase. **Yes** **No**

Section VI: Supplemental Pay

A. **On-Call Compensation** (Supplemental pay or leave granted for being assigned on-call duty to exempt and non-exempt employees who perform **adult and/or child protective services** and have completed required training)

The LDSS will provide on-call compensation. **Yes** **No**

Methodology:

- Payment of \$ 25 (not to exceed state board approved rate of **up to** \$25 per each 8-hour shift).
- Providing one hour of on-call leave per each on-call assignment (8-hour shift).
- Exercising either of the above options on a case-by-case basis.
- Providing compensation based on a locally derived methodology. Reimbursement by VDSS not to exceed \$25 per each 8-hour on-call shift.

B. Pay or Leave for providing Direct Service during On-Call Duty

1. For **non-exempt** employees covered under the Fair Labor Standards Act **who physically work more than 40 hours in a given work week**

- Provide overtime payment at time and one half the regular hourly rate for each hour of direct services in excess of 40 hours in the work week.
- Provide compensatory leave at time and on half for each hour of direct services in excess of 40 hours in the work week.
- Exercise either of the above options on a case-by-case basis.

2. For employees **exempt** from the Fair Labor Standards Act (please indicate option chosen below):

- Compensate at the regular salary rate for each hour "actually worked" while on call.
- Provide special duty leave for each hour "actually worked" while on-call.
- Exercise either of the above options on a case-by-case basis.

3. For **non-exempt employees** covered under the Fair Labor Standards Act **who have actually worked fewer than 40 hours in that work week**, including direct service while on call (please indicate option chosen below):

- Compensate at the regular salary rate for each hour "actually worked" while on-call.
- Provide special duty leave for each hour "actually worked" while on-call.
- Exercise either of the above options on a case-by-case basis.

Section Amended

C. **Temporary/Acting Pay** (Assigned different duties at same/higher level of responsibility on "interim" basis). Management discretion; not automatic. Title remains the same.

The LDSS may provide temporary/acting pay increases. **Yes** **No**

New executive or managerial responsibilities-**flat percentage**
 New supervisory responsibilities-**flat percentage**
 New non-supervisory responsibilities-**flat percentage**

(Not to exceed 35%): 10%
 (Not to exceed 25%): 10%
 (Not to exceed 15%): 5%

Section Amended

Section VII. Evaluation Date

Choose one of the following:

- All employees are evaluated annually on their anniversary date or evaluation date **OR**
- All employees are evaluated on a single annual date. Provide annual evaluation date: 5/1/2025

Section Amended

Section VIII. Sick Leave Accumulation Payment

A. Indicate the maximum dollar amount the LDSS will pay employees for unused accrued sick leave balances upon separation. The allowable amount of payment is the lesser of 25% of the accrued leave or the maximum payout amount selected below (if applicable):

- \$2,500
- \$5,000

B. For LDSS following their locality sick leave policy, indicate locality sick leave payout amount:

Maximum Payout: \$

Section Amended

Section IX: Disability Leave Program

This section applies to those LDSS who have adopted the Disability Leave Program:

A. Did your local board adopt the Disability Leave Program in Chapter 4, Section IX of the Administrative/HR Manual for Local Departments of Social Services? Yes No

B. For those LDSS with employees who opted into the VRS Hybrid Retirement Plan effective July 1, 2014, reference Chapter 4, Section A of the Administrative/HR Manual, Section A, Subsection 6 for the use of frozen sick leave.

Section Amended

SECTION X: RANGE REVISION

Indicate the nature of any range revision being planned for fiscal year 2025-2026. Identify the basis for the range revision and provide the documentation for the change. Prior consultation with VDSS HR is required.

Will the LDSS request a new range revision in 2025-2026? Yes No

Basis for Range Revision (check all that apply)

- Market study
- Lack of qualified applicants
- Competition from other employers in the locality
- Cost of Living-(Refers to a cost of living increase related to the Locality, such that it impacts the salary ranges of the LDSS. State supported local increases should be entered in Section A.)
- Turnover rate
- Update salary ranges based on having a previously approved (by Class and Comp) range revision. If a range revision was previously approved, documentation of the basis for the range revision is not required.

Will the LDSS use a portion (or all of) the 3% funding for a range revision? Yes No

If yes, the same guidelines apply as they for the state supported local increase as outlined Section A.

If yes, what is the flat percentage increase that all FT employees will receive? _____ Eff. date: _____

To ensure your revised ranges are entered in HR Connect, Class and Comp will run a report showing the current titles/ranges in HRC. You must verify the ranges and return the updated report to the LDSSCOMPLANS mailbox. If you are adding new positions, send those requests to the Local HR Connect Support Team.

1. Attach available documentation and data that supports the selected basis for the range revision
2. Attach new salary range(s)
3. Effective date of range revision: _____

Indicate Employee Impact of the new salary ranges (Choose one of the options below):

- Employee salaries will be adjusted by a percent equal to the percent adjustment of the new minimum (THIS IS THE ONLY OPTION AVAILABLE IF YOU ARE USING A PORTION (OR ALL OF) THE FUNDING FOR THE RANGE REVISION) OR**
- Employee salaries that fall below the new minimum will be increased to the new minimum. No salary change will be made for employees above the new minimum. THIS OPTION IS NOT AVAILABLE IF YOU ARE USING A PORTION (OR ALL OF) THE FUNDING FOR THE RANGE REVISION).**

Section XI: Approval Signatures (DO NOT PASSWORD PROTECT THIS PAGE)

LDSS Director Signature: _____

LDSS Director Print Name: _____ Date: _____

Local Board or Administrative Board Chair Signature: _____
If no Board Chair, indicate on signature line

Local Board or Administrative Board Chair Print Name: _____ Date: _____

New comp plans, as well as amended plans, require a signed and dated signature page.

Your pay actions are not in effect until you have received an approved copy of your comp plan from VDSS HR.

Scan and email the completed and signed Local Department of Social Services (LDSS) Compensation Plan 2025-2026 and all required reports/documentation to LDSSCOMPLANS@dss.virginia.gov

Please include in the subject line of the email: Agency Name 2025-2026 Comp Plan. This ensures consistency in the naming convention and ease of locating the plan in the LDSS Comp Plan mailbox.

Do not email the plan or any required reports/documentation associated with the plan to any other mailbox. Doing so will delay the approval process. **Comp plans are no longer being sent to the class comp mailbox.**

SECTION XII: HR APPROVAL OF COMP PLAN-VDSS HR USE ONLY

Please do not key any transactions until your comp plan has been approved. Once approved, your pay actions must be keyed in HR Connect exactly as they appear on your comp plan.

Compensation Plan Approval Signature:	Date Compensation Plan Approved:
--	---

BENEFITS REPORTS

RE: **March 2025 STATISTICS**

• **AUXILIARY GRANT:**

Applications received: 2

Applications Disposed: 0

Compliance Rate: n/a

Customers continued to next month: 28

• **CHILDCARE**

Applications received: 54

Applications Disposed: 39

Compliance Rate: 100%

Cases Continued to next month: 293

Customers continued to next month: 507

• **SNAP PROGRAM:**

Applications received: 380

Applications Disposed: 356

Compliance rate: 98%

Reviews/ Recertifications disposed: 437

Cases Continued to next Month: 9,593

Participants in March: 14,070

Monthly issuance for March-\$2,254,711

• **MEDICAID PROGRAM**

Applications Received: 374

Applications Disposed: 397

Compliance Rate: 89.9%

Cases Continued to next month: 21,026

Customers continued to next month (money/non-money payment): 24,659

• **TANF PROGRAM**

TANF Applications received: 29

AFDC-FC received: 7

Applications Disposed: 28

Compliance Rate: 96.4%

TANF Cases continued to next Month: 188

TANF Participant Count: 368

AFDC-FC continued to next month: 26

Submitted by: Lisa Thompson Assistant Director- BP

BENEFIT PROGRAMS UNIT OVERVIEW

April 2025

INTAKE – Processes new applications for SNAP & Medicaid

Positions – Supervisor and 9 line staff

1 vacant = 10% vacancy rate

1 in the training unit

20% operating vacancy rate

ONGOING (2 units) – Processes changes, reviews, interim reports

Positions 2 Supervisors & 22 line staff

8 vacant = 33% vacancy rate.

4 in training

50% operating vacancy rate

SPECIALTY UNIT – Long term care, TANF, Energy Assistance, Fraud

Positions Supervisor and 9 line staff

6 = LTC- 2 vacant

1 = TANF

1 = Fraud

1 = Energy Assistance Specialist*

Vacancy rate= 20% vacancy rate

Employment Services Unit – VIEW, SNAP-ET, Childcare

Positions Supervisor & 9 line staff

2 = SNAP-ET 1 vacant

4 = VIEW/TANF

3= Childcare 1 is vacant

Vacancy rate for unit = 20%

Training Unit – BP Supervisor, BPS IV & BPS workers in training (included in counts above)

MISC- 3 Emergency Human Service Assistant positions- Assist with Energy Assistance, scanning, customer service

1 vacant = vacancy rate 33.3%

* All workers evaluate Fuel Assistance applications and Cooling assistance applications. The specialist handles the Crisis applications & the upcoming PIPP applications. The specialist resolves disputes and handles inquiries about the program.

**Commonwealth of Virginia
Department of Social Services
SNAP MONTHLY PARTICIPATION REPORT**

For the Month of: March

Report Id: RP-040

Report Run Date: 04/02/2025

Report Run Time: 2:32:25 AM

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Central	Amelia County	007	128	752	880	152	1489	1641	27,285.00	227,447.00	254,732.00
Central	Buckingham County	029	244	1221	1465	268	2421	2689	48,539.00	369,831.00	418,370.00
Central	Caroline County	033	280	1831	2111	400	3810	4210	70,579.00	662,458.00	733,037.00
Central	Charles City County	036	48	462	510	57	842	899	12,521.00	137,172.00	149,693.00
Central	Chesterfield County	041	1789	12726	14515	2699	29082	31781	566,156.00	5,591,951.00	6,158,107.00
Central	Colonial Heights City	570	204	1144	1348	304	2554	2858	61,364.00	499,620.00	560,984.00
Central	Cumberland County	049	148	824	972	200	1721	1921	35,997.00	280,990.00	316,987.00
Central	Essex County	057	160	874	1034	208	1781	1989	32,567.00	292,749.00	325,316.00
Central	Fluvanna County	065	118	734	852	161	1654	1815	34,311.00	268,007.00	302,318.00
Central	Goochland County	075	95	602	697	110	1192	1302	22,232.00	193,601.00	215,833.00
Central	Hanover County	085	389	2703	3092	558	5575	6133	98,808.00	932,913.00	1,031,721.00
Central	Henrico County	087	2582	15406	17988	4500	32401	36901	838,808.00	5,848,778.00	6,687,586.00
Central	Hopewell City	670	677	2787	3464	1035	5700	6735	184,558.00	1,024,614.00	1,209,172.00
Central	King and Queen County	097	86	529	615	110	985	1095	20,563.00	165,700.00	186,263.00
Central	King William County	101	94	724	818	131	1431	1562	20,031.00	230,077.00	250,108.00
Central	Lancaster County	103	88	676	764	120	1337	1457	24,776.00	204,672.00	229,448.00
Central	Lunenburg County	111	218	944	1162	248	1917	2165	41,619.00	305,862.00	347,481.00
Central	Middlesex County	119	94	677	771	123	1309	1432	21,858.00	205,952.00	227,810.00
Central	New Kent County	127	76	618	694	113	1299	1412	23,265.00	221,997.00	245,262.00
Central	Northumberland County	133	109	698	807	125	1430	1555	25,795.00	228,204.00	253,999.00
Central	Nottoway County	135	328	1207	1535	452	2488	2940	70,237.00	387,963.00	458,200.00
Central	Petersburg City	730	1300	5077	6377	1960	9332	11292	363,577.00	1,804,357.00	2,167,934.00
Central	Powhatan County	145	98	624	722	116	1363	1479	22,455.00	206,299.00	228,754.00
Central	Prince Edward County	147	308	1465	1773	373	3002	3375	75,194.00	461,812.00	537,006.00
Central	Richmond City	760	4392	17327	21719	6473	31484	37957	1,161,165.00	6,204,786.00	7,365,951.00
Central	WARSAW AREA -Richm159	164	498	662	205	1031	1236	27,947.00	157,567.00	185,514.00	
Central	Westmoreland County	193	199	1404	1603	258	2943	3201	52,048.00	501,301.00	553,349.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Eastern	Accomack County	001	442	2440	2882	591	4947	5538	96,048.00	818,494.00	914,542.00
Eastern	Brunswick County	025	309	1624	1933	400	2906	3306	73,099.00	469,335.00	542,434.00
Eastern	Chesapeake City	550	1801	8736	10537	2379	18475	20854	431,110.00	3,313,125.00	3,744,235.00
Eastern	Dinwiddie County	053	314	1990	2304	375	4016	4391	60,123.00	717,297.00	777,420.00
Eastern	Emporia City	595	183	787	970	283	1539	1822	43,964.00	264,141.00	308,105.00
Eastern	Franklin City	620	256	1097	1353	350	2253	2603	64,342.00	407,998.00	472,340.00
Eastern	Gloucester County	073	318	1776	2094	434	3457	3891	74,537.00	576,626.00	651,163.00
Eastern	Greenville County	081	168	948	1116	236	1811	2047	40,206.00	313,001.00	353,207.00
Eastern	Hampton City	650	1630	9140	10770	2315	18861	21176	423,285.00	3,328,037.00	3,751,322.00
Eastern	Isle of Wight County	093	304	1686	1990	376	3293	3669	71,578.00	534,065.00	605,643.00
Eastern	James City County	095	313	1854	2167	481	3952	4433	94,170.00	673,761.00	767,931.00
Eastern	Mathews County	115	47	418	465	54	767	821	8,705.00	121,828.00	130,533.00
Eastern	Newport News City	700	2863	13902	16765	4501	28812	33313	785,680.00	5,127,822.00	5,913,502.00
Eastern	Norfolk City	710	3670	17045	20715	5074	33223	38297	912,547.00	6,058,685.00	6,971,232.00
Eastern	Northampton County	131	282	1082	1364	340	1901	2241	63,019.00	298,824.00	361,843.00
Eastern	Poquoson City	735	23	198	221	31	419	450	5,869.00	71,932.00	77,801.00
Eastern	Portsmouth City	740	2105	9463	11568	2868	19287	22155	533,661.00	3,554,591.00	4,088,252.00
Eastern	Prince George County	149	216	1482	1698	320	3335	3655	57,680.00	590,636.00	648,316.00
Eastern	Southampton County	175	208	1028	1236	251	2082	2333	50,212.00	324,451.00	374,663.00
Eastern	Suffolk City	800	1213	4696	5909	1681	9821	11502	298,665.00	1,693,962.00	1,992,627.00
Eastern	Surry County	181	96	432	528	149	826	975	25,618.00	138,885.00	164,503.00
Eastern	Sussex County	183	192	983	1175	261	1850	2111	42,092.00	323,225.00	365,317.00
Eastern	Virginia Beach City	810	2688	14315	17003	3492	29616	33108	659,809.00	5,235,825.00	5,895,634.00
Eastern	Williamsburg City	830	93	591	684	142	1110	1252	27,226.00	208,438.00	235,664.00
Eastern	York County	199	190	1355	1545	261	2958	3219	45,366.00	465,069.00	510,435.00
Northern	Alexandria City	510	1144	4688	5832	2201	9911	12112	431,898.00	1,879,472.00	2,311,370.00
Northern	Arlington County	013	1281	4432	5713	1542	8169	9711	303,500.00	1,371,261.00	1,674,761.00
Northern	Clarke County	043	73	420	493	83	792	875	14,344.00	134,286.00	148,630.00
Northern	Culpeper County	047	375	2001	2376	471	4216	4687	94,050.00	706,735.00	800,785.00
Northern	Fairfax City	600	124	539	663	177	948	1125	44,981.00	186,748.00	231,729.00
Northern	Fairfax County	059	5796	22520	28316	8289	47188	55477	1,881,569.00	8,489,987.00	10,371,556.00
Northern	Falls Church City	610	48	174	222	71	379	450	18,204.00	71,292.00	89,496.00
Northern	Fauquier County	061	273	1471	1744	353	2956	3309	67,615.00	494,659.00	562,274.00
Northern	Frederick County	069	368	2740	3108	460	6066	6526	84,762.00	997,524.00	1,082,286.00
Northern	Fredericksburg City	630	352	1727	2079	650	3574	4224	111,645.00	606,633.00	718,278.00
Northern	Greene County	079	118	847	965	153	1910	2063	29,750.00	309,211.00	338,961.00
Northern	Harrisonburg City	660	391	2055	2446	569	4377	4946	84,855.00	707,444.00	792,299.00
Northern	King George County	099	121	890	1011	190	1875	2065	30,212.00	284,662.00	314,874.00
Northern	Loudoun County	107	1429	5413	6842	2112	11955	14067	503,341.00	2,079,328.00	2,582,669.00
Northern	Louisa County	109	285	1821	2106	342	3771	4113	60,828.00	632,341.00	693,169.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Northern	Madison County	113	73	488	561	89	1084	1173	19,801.00	164,941.00	184,742.00
Northern	Manassas City	683	196	1623	1819	286	3605	3891	53,744.00	635,566.00	689,310.00
Northern	Manassas Park City	685	75	637	712	100	1385	1485	21,935.00	247,658.00	269,593.00
Northern	Orange County	137	229	1439	1668	275	3137	3412	52,700.00	481,823.00	534,523.00
Northern	Page County	139	210	1260	1470	253	2485	2738	45,350.00	368,305.00	413,655.00
Northern	Prince William County	153	2549	12946	15495	4640	30068	34708	964,440.00	5,131,682.00	6,096,122.00
Northern	Rappahannock County	157	35	183	218	40	397	437	7,730.00	63,295.00	71,025.00
Northern	Rockingham County	165	343	2362	2705	429	5264	5693	69,576.00	772,196.00	841,772.00
Northern	Shenandoah County	171	308	2150	2458	390	4639	5029	71,309.00	731,786.00	803,095.00
Northern	Spotsylvania County	177	788	5105	5893	1201	11811	13012	222,283.00	2,044,985.00	2,267,268.00
Northern	Stafford County	179	729	4236	4965	1491	10789	12280	266,501.00	1,872,317.52	2,138,818.52
Northern	Warren County	187	216	1973	2189	306	3903	4209	59,338.00	666,026.00	725,364.00
Northern	Winchester City	840	280	1739	2019	458	3359	3817	79,701.00	580,227.00	659,928.00
Piedmont	Albemarle County	003	483	2657	3140	849	5532	6381	154,655.00	932,320.00	1,086,975.00
Piedmont	Alleghany County	005	205	1044	1249	269	2132	2401	42,547.00	336,694.00	379,241.00
Piedmont	Amherst County	009	274	1705	1979	348	3606	3954	65,235.00	534,809.00	600,044.00
Piedmont	Appomattox County	011	214	1087	1301	253	2352	2605	50,127.00	348,758.00	398,885.00
Piedmont	Augusta County	015	413	2825	3238	547	5693	6240	87,955.00	855,720.00	943,675.00
Piedmont	Bath County	017	22	163	185	28	333	361	4,990.00	48,647.00	53,637.00
Piedmont	Bedford County	019	446	2949	3395	524	6188	6712	91,976.00	934,350.00	1,026,326.00
Piedmont	Botetourt County	023	127	811	938	169	1757	1926	24,815.00	271,985.00	296,800.00
Piedmont	Buena Vista City	530	102	422	524	125	941	1066	19,727.00	143,423.00	163,150.00
Piedmont	Campbell County	031	523	3097	3620	651	6389	7040	114,415.00	997,519.00	1,111,934.00
Piedmont	Charlotte County	037	231	907	1138	286	1801	2087	50,203.00	258,407.00	308,610.00
Piedmont	Charlottesville City	540	561	2021	2582	919	3871	4790	144,704.00	664,446.00	809,150.00
Piedmont	Covington City	580	109	545	654	133	1163	1296	21,160.00	177,231.00	198,391.00
Piedmont	Craig County	045	36	203	239	46	418	464	8,307.00	54,963.00	63,270.00
Piedmont	Danville City	590	1228	5925	7153	1630	11113	12743	292,993.00	1,971,134.00	2,264,127.00
Piedmont	Franklin County	067	452	3019	3471	583	6402	6985	110,479.00	996,893.00	1,107,372.00
Piedmont	Halifax County	083	596	2645	3241	727	5286	6013	140,829.00	848,754.00	989,583.00
Piedmont	Henry County	089	653	4658	5311	774	9254	10028	132,131.00	1,447,682.00	1,579,813.00
Piedmont	Highland County	091	7	98	105	8	169	177	880.00	22,807.00	23,687.00
Piedmont	Lexington City	678	44	193	237	52	355	407	9,544.00	52,107.00	61,651.00
Piedmont	Lynchburg City	680	1247	5412	6659	1712	10900	12612	300,388.00	1,827,240.00	2,127,628.00
Piedmont	Martinsville City	690	337	2023	2360	397	3645	4042	65,779.00	609,119.00	674,898.00
Piedmont	Mecklenburg County	117	463	2151	2614	557	4276	4833	98,598.00	645,726.00	744,324.00
Piedmont	Nelson County	125	138	813	951	167	1603	1770	31,546.00	253,708.00	285,254.00
Piedmont	Pittsylvania County	143	696	4107	4803	853	8200	9053	159,288.00	1,280,733.00	1,440,021.00
Piedmont	Roanoke City	770	2140	9286	11426	3011	18492	21503	513,791.00	3,219,184.00	3,732,975.00
Piedmont	Roanoke County	161	686	3783	4469	942	7677	8619	166,696.00	1,224,138.00	1,390,834.00

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Piedmont	Rockbridge County	163	216	1041	1257	265	2190	2455	40,911.00	327,271.00	368,182.00
Piedmont	Staunton City	790	286	1484	1770	386	2852	3238	67,251.00	443,507.00	510,758.00
Piedmont	Waynesboro City	820	233	1533	1766	367	2863	3230	60,645.00	464,172.00	524,817.00
Western	Bland County	021	47	275	322	51	525	576	7,506.00	65,930.00	73,436.00
Western	Bristol City	520	443	2025	2468	611	3773	4384	96,438.00	664,710.00	761,148.00
Western	Buchanan County	027	657	2256	2913	786	4177	4963	109,162.00	724,078.00	833,240.00
Western	Carroll County	035	368	2247	2615	461	4359	4820	74,885.00	641,103.00	715,988.00
Western	Dickenson County	051	450	1258	1708	562	2536	3098	78,145.00	373,698.00	451,843.00
Western	Floyd County	063	100	745	845	127	1531	1658	25,412.00	227,390.00	252,802.00
Western	Galax City	640	149	757	906	190	1500	1690	30,189.00	237,731.00	267,920.00
Western	Giles County	071	257	959	1216	330	1895	2225	52,635.00	291,485.00	344,120.00
Western	Grayson County	077	169	1273	1442	218	2430	2648	40,259.00	342,442.00	382,701.00
Western	Lee County	105	770	2226	2996	1091	4378	5469	174,425.00	714,473.00	888,898.00
Western	Montgomery County	121	538	2752	3290	686	5646	6332	120,514.00	916,759.00	1,037,273.00
Western	Norton City	720	146	448	594	200	880	1080	28,122.00	132,070.00	160,192.00
Western	Patrick County	141	213	1313	1526	267	2564	2831	47,897.00	382,491.00	430,388.00
Western	Pulaski County	155	460	2564	3024	541	4680	5221	87,161.00	767,381.00	854,542.00
Western	Radford City	750	136	765	901	162	1620	1782	27,838.00	271,722.00	299,560.00
Western	Russell County	167	588	2226	2814	763	4554	5317	119,833.00	716,995.00	836,828.00
Western	Scott County	169	450	1558	2008	540	3272	3812	88,273.00	472,930.00	561,203.00
Western	Smyth County	173	496	3133	3629	667	5721	6388	106,928.00	898,321.00	1,005,249.00
Western	Tazewell County	185	858	3083	3941	1097	6241	7338	167,657.00	950,668.00	1,118,325.00
Western	Washington County	191	782	3183	3965	1006	6521	7527	155,226.00	1,053,930.00	1,209,156.00
Western	Wise County	195	969	3423	4392	1295	6896	8191	193,309.00	1,096,137.00	1,289,446.00
Western	Wythe County	197	372	2184	2556	427	4187	4614	62,055.00	609,274.00	671,329.00

— *VIEW Participant Profiles* —

Henry-Martinsville Social Services ◆ Employment Services Unit
Statistics for the Month of March 2025----Report April 2025

ID #	Sex	Age	Number Of Children	Job Title	Place Employed	Education	Hourly Wage & Hours Worked		Months in VIEW
01	F	29	3	Customer Service	GPM Investments LLC	12 th	\$12.65	32hrs/wk.	8
02	F	23	2	Production	Monogram	12 th	\$17.20	40hrs/wk.	VTP
03	F	35	3	PCA	Sovah Health	12 th	\$17.06	16hrs/wk.	TT
04	F	36	3	Driver / Food Services	PJ Operations, LLC (Papa John's Pizza)	12 th	\$12.41	18hrs/wk.	TT
05	F	45	2	Food Services	Pizza Hut	11 th	\$13.50	36hrs/wk.	VTP
06	F	24	3	Food Services	Applebee's	12 th	\$12.41	25hrs/wk.	TT
07	F	40	1	Clerical	One Call Medical	12 th	\$16.50	40hrs/wk.	7
08	F	30	4	Medical	Connect Health	12th	\$13.00	40hrs/wk.	2
09	F	26	1	Customer Services	HHS Sovah	12th	\$13.00	40hrs/wk.	VTP
10	F	23	1	Medical	Care Advantage	12 th	\$12.41	30hrs/wk.	14
11	F	30	2	Management	A & D of Greensborough	12 th	\$17.50	37hrs/wk.	VTP
12	F	25	1	Food Services	DIANDREW, INC -Works in North Carolina	12 th	\$11.00	36hrs/wk.	VTP
13	F	31	2	Customer Service	FasMart	12 th	\$13.15	35hrs/wk.	13
14	M	39	2	Customer Service	Stone Ridge Foundation and Khesed Wellness	MS	\$19.73	33hrs/wk.	5
15	M	31	1	Grounds Keeping	Eastwood Mobile Home Park	GED	\$13.00	34hrs/wk.	TT
16	F	33	1	Medical	R. Hankins	GED	\$12.41	33hrs/wk.	TT
17	F	30	1	Sales	Family Dollar	12 th	\$12.50	15hrs/wk.	23
18	F	34	2	Computer Operations	Helpware Inc.	12 th	\$15.50	38hrs/wk.	VTP
19	F	34	1	Production	Debbie Staffing	12 th	\$14.00	38hrs/wk.	TT
20	F	43	2	Housekeeping	Quality Inn	12 th	\$12.41	33hrs/wk.	TT
21	F	38	2	Customer Service	Friedrich Family Eye Center	12 th	\$16.50	35hrs/wk.	VTP
22	F	38	1	Production	Coworx Solutions LLC	11 th	\$15.50	32hrs/wk.	VTP
23	M	39	2	Landscaping	Aim to Please Elite Services	10th	\$12.41	28hrs/wk.	22
24	F	39	3	Customer Service	FasMart	12th	\$14.41	40hrs/wk.	14

Current Statistics

• *VIEW Participants Working (including Transitional services)*

VIEW 24 month Clock	Demographics	Employment and Wages		
1-8 months on clock	4	Average Age -	33.1	Full Time — \$11.00 - \$19.73 At least 30 hours/week 19
9-16 months on clock	3	Average Number of Children-	1.92	
17-24 months on clock	2	Average Hourly Wage-	\$14.17	Part-time – \$12.00 - \$17.06 At least 12 hours/week 5
Transitional 12 months-	15	Female – 87.5%	Male – 12.5%	

Employment Services

Day Care	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Jan-25	Feb-25	Mar-25
Henry County	234	223	222	215	210	207	206	204	210
Martinsville	97	93	91	87	81	81	82	82	83
HC waitlist	NA	NA	53	67	78	93	103	104	90
MC waitlist	NA	NA	13	18	26	32	40	40	22
Total	331	316	379	387	395	413	431	430	405
VIEW	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Henry County	55	54	47	49	44	45	44	40	45
Martinsville	34	34	33	33	32	27	29	26	26
Total	89	88	80	82	76	72	73	66	71
SNAP/ET	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Henry County	9	7	12	10	11	10	9	7	7
Martinsville	12	13	5	5	3	2	2	3	3
Total	21	20	17	15	14	12	11	10	10

Benefit Programs

Medicaid	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Total	25,515	25,556	25,453	24,498	25,281	25,051	25,088	24,837	24,659
SNAP	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Total	14,442	14,471	14,439	14,480	14,265	14,447	14,183	14,132	14,070
TANF	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Total	482	455	444	437	425	411	373	366	368

HENRY MARTINSVILLE DEPARTMENT OF SOCIAL SERVICES

FRAUD REPORT

SUMMARY OF ACTION

03/01/2025-03/31/2025

INVESTIGATIONS

REFERRALS RECEIVED

10 Intra-Agency/outside source/**CIP** 7 – County 3- City

Completed (Pre-eligibility determination/post eligibility determination)

5 unsubstantiated Initiate ADH/Prosecution substantiated 3- County 2 - City

\$ over issuance/payment amount

\$ 1,752.00 cost savings of finalized investigations

INTENTIONAL PROGRAM VIOLATIONS

Program	Waiver Signed/ADH	Disqualification Period	Disqualification Savings
TANF	0	0	0
SNAP	0	0	0

3 Pending in Court System/ADH Process

5 Home Visits 0 Court hours 3.5 Total Fraud Investigator In-Field Hours

AGENCY RESTITUTION

	TANF	SNAP	MEDICAID	DAYCARE	ENERGY	TOTAL
Recoupment	0.00	2485.64	0.00	0.00	0.00	\$2485.64
Cash/Check/Money Order Payment	0.00	2071.74	0.00	0.00	0.00	\$2071.74
Debt Set Off/ Restoration Offset	0.00	6947.75	0.00	0.00	0.00	\$6947.75
Expunged	0.00	0.00	0.00	0.00	0.00	\$0.00

Respectfully submitted,

Katie Athey

Fraud Investigator

04/21/2025

SERVICES

REPORTS

Foster Care Unit:

	Target	Mar. 24	April 24	May 24	June 24	July 24	Aug. 24	Sept 24	Oct. 24	24-Nov	24-Dec	Jan. 25	25-Feb	25-Mar
Number of Children in Foster Care														
Henry County		73	81	77	81	79	80	82	79	77	79	71	73	76
Martinsville		10	10	10	10	10	10	10	10	10	10	10	10	10
Total		83	91	87	91	89	90	92	89	87	89	81	83	87
Monthly Foster Care Visits														
% required	>95% *	98%	96%	96.0%	84.0%	99.0%	71.0%	83%	99%	96%	74%	93%	95%	96%
In Residence	>50% **	68%	67%	64.0%	64.0%	63.0%	62.0%	62%	61%	61%	61%	60%	62%	60%
Congregate Care Placements														
Count		24	24	24	22	16	15	15	14	13	16	13	13	11
%	<16% ***	34%	31%	30%	27%	21%	20%	16%	20%	18%	19%	18%	18%	16%
Kinship/Fictive Placements														
Count		1	4	4	0	3	3	10	11	11	11	8	8	9
%		1%	4%	5%	0%	3%	3%	11%	12%	13%	13%	10%	10%	10%
Approved Foster Homes														
Henry County		19	19	20	20	16	15	16	16	17	17	16	16	16
Martinsville		2	2	2	2	2	2	2	2	2	2	2	2	2
Total		21	21	22	22	18	17	18	18	19	19	18	18	18
Foster Care Staff Vacancy Rate														
Filled Positions		6	6	7	7	7	7	7	7	6	5	4	5	5
Vacant Positions		2	2	1	1	1	1	1	1	2	3	4	3	3
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		25%	25%	13%	13%	13%	13%	13%	13%	25%	38%	50%	38%	38%

* how many children received at least one face-to-face contact client foster care contact for each whole calendar monththey were in placement.

** Compliance is based on whether the contact occurred in the client's residence.

*** The congregate care placements measure provides the percentage of children in foster care residing ingroup settings.

Child Protective Services:

	Target	Mar. 24	April 24	May 24	June 24	July 24	Aug. 24	Sept. 24	Oct. 24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar
CPS Complaints (Valid & Invalid)														
Henry County		64	55	77	39	59	32	61	73	64	48	77	46	59
Martinsville		19	8	10	10	9	16	20	23	12	13	17	12	15
Total		83	63	87	49	68	48	81	96	76	61	94	58	74
CPS Investigations/Family Assessment (valid)														
Henry County		27	17	34	18	23	15	16	16	21	13	20	16	20
Martinsville		7	2	3	2	6	6	6	10	4	4	5	4	6
Total		34	19	37	20	29	21	22	26	25	17	25	20	26
CFSR Timelines of First Contact w/ victim	(completed contact)													
Count		38	36	68	30	31	25	21	29	31	20	31	25	16
%		> 95%*	86%	100%	96.0%	91.0%	97%	93%	81%	97%	94%	100%	100%	96%
Timeliness of First Contact w/victim	(completed and attempted contact)													
Count		42	36	68	29	31	25	23	29	31	20	31	26	18
%		> 95%	96%	100%	96%	88%	97.0%	93%	89%	97%	94%	100%	100%	95%
CPS Referrals Closed before due date														
Count		21	21	5	10	5	21	1	9	6	9	4	6	4
%		> 85%**	49%	43%	24%	48%	26%	66%	11%	43%	26%	26%	33%	40%
CPS Staff Vacancy Rate														
Filled Positions		6	6	6	6	4	4	6	6	6	6	6	5	6
Vacant Positions		1	2	2	2	4	4	3	3	3	2	2	3	2
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		13%	25%	25%	25%	50%	50%	38%	38%	38%	25%	25%	38%	25%

* The number of CPS referrals which had a first contact with the alleged victim made within the assigned response priority limits per the federal CFSR requirement.

** The measure demonstrates the local department's capacity to respond to, investigate or assess, and then close a CPS case by the assigned due date. Please refer to § 63.2-1505 of the Code of Virginia for more information.

*Position number omitted by error on vacancy sheet

Family Preservation Unit:

	Target	Mar. 24	April 24	May 24	June 24	July 24	Aug 24	Sept 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar
Family Preservation Cases														
Family Support Services Cases		45	42	48	39	38	33	34	32	28	24	20	22	23
In Home Service Cases		35	30	28	25	18	15	19	17	17	13	12	10	10
Total # of cases		80	72	76	64	56	48	53	50	45	37	32	32	33
In Home Case Contacts made														
Count		82	83	75	73	50	50	50	43	51	45	38	44	37
%	>90%*	88%	94%	96%	92%	86%	91%	98%	98%	85%	96%	85%	96%	93%
Family Support Case Contacts made														
Count		79	94	104	99	89	87	82	88	75	63	53	42	72
%	>90%**	90%	90%	86%	89%	85%	87%	88%	96%	80%	83%	91%	86%	89%
Service Plan Current														
Count		11	11	16	18	15	15	12	8	10	13	9	7	5
%	>90%***	52%	41%	72%	69%	80%	94%	92%	67%	83%	87%	81%	78%	83%
Family Preservation Staff Vacancy Rate														
Filled Positions		7	6	6	7	6	6	6	6	6	8	8	8	6
Vacant Positions		1	1	1	1	2	2	2	2	2	0	0	0	2
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate (real time)		10%	10%	10%	10%	25%	25%	25%	25%	25%	0%	0%	0%	25%

* One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

**One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

*** Cases must have an initial service plan completed within 30 days of the case type start date. For existing service plans, a service plan review must occur every 90 calendar days.

* CSA Coordinator moved to Director for supervision & 1 vacancy filled on 2-17-22

Adult Services Unit:

APS Complaints	Target	Mar. 24	April 24	May 24	June 24	July-24	Aug 24	Sept. 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar
Henry County		24	29	28	32	35	30	46	30	24	29	31	28	25
Martinsville		13	22	11	9	22	14	8	20	12	15	18	14	12
Total		37	51	39	41	57	44	54	50	36	44	49	52	37
APS Valid Complaints														
Henry County		21	27	22	29	30	25	30	26	22	27	29	23	21
Martinsville		13	20	9	9	20	12	7	20	12	14	13	13	9
Total		34	47	31	38	50	37	37	46	34	41	42	36	30
Timeliness of Investigation Initiation	*>95%													
Count		36	47	31	38	50	37	37	46	34	41	42	36	30
(%)		97%	100%											
Timeliness of Disposition	**>95%													
Count		37	47	31	25	49	36	36	46	33	29	41	36	30
(%)		100%	100%	100%	100%	97%	97%	97%	100%	97%	100%	98%	100%	100%
Ongoing APS Monthly Contact	***>95%													
Count		0	5	6	2	1	2	2	5	3	2	3	2	3
(%)		100%	100%	100%	75%	100%	100%	100%	100%	100%	67%	100%	100%	100%
APS Staff Vacancy Rate														
Filled Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacant Positions		0	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacancy Rate		0%												

*Timeliness of Investigation Initiation (%) - The LDSS shall determine the validity of such report and shall initiate an investigation within 24 hrs of the time of the report is received in the LDSS.

**Timeliness of Disposition (%) - The investigation shall be completed no later than 45 days from the date the report was received.

***Ongoing APS Monthly Contact Compliance (%) - The number of cases with at least one visit occurring during that month

Purchased Services

	Mar. 24	April 24	May-24	Jun-24	Jul-24	Aug. 24	Sept. 24	Oct-24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar
Adult Serv/Companion	1	1	1	1	1	1	1	1	1	1	1	1	1
VIEW Purchased	42	35	50	16	24	33	44	22	10	38	20	33	30
SNAPET Purchased	7	4	8	1	2	1	7	8	2	8	15	2	2
Adult Protective Services	2	0	0	0	1	0	1	0	2	0	0	0	2
Family Preservation	19	13	6	10	22	14	27	11	16	19	13	9	3
Total	71	53	79	28	50	49	80	75	31	66	49	45	38

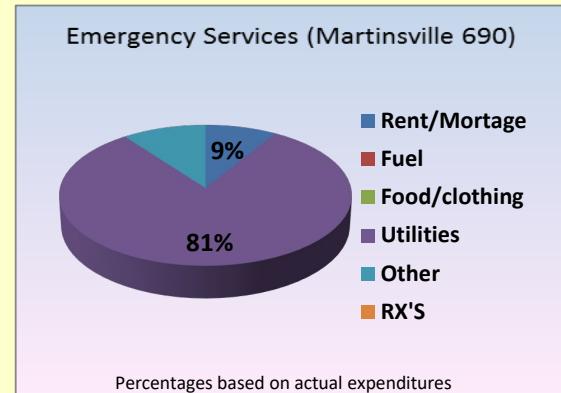
March 2025

Martinsville City (690)

Total Clients Seen 31

<u>Request</u>	<u>Amount spent</u>	<u>Customers Seen</u>
Rent/Mortage	\$200.00	2
Fuel	\$0.00	0
Food/clothing	\$0.00	6
Utilities	\$1,851.61	23
Other	\$234.97	1 (Food Pantry)
RX'S	\$0.00	0
Total	\$2,286.58	
Total pledged but not spent	\$0.00	
Action Taken		
Assisted Emergency Fund	11	
Waiting balance to be paid	0	
Pantry /Closet	6	
Denied & others	14	
Total	31	

Martinsville City Emergency Fund Starting Balance	\$14,066.29
Martinsville City Emergency Fund Ending Balance	\$11,779.71



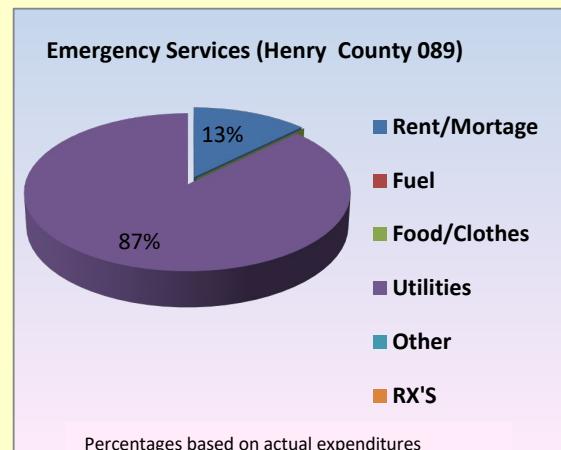
March 2025

Henry County (089)

Total Clients Seen 35

<u>Request</u>	<u>Amount spent</u>	<u>Customers Seen</u>
Rent/Mortage	\$200.00	4
Fuel	\$0.00	0
Food/Clothes	\$0.00	5
Utilities	\$1,368.94	26
Other	\$0.00	0
RX'S	\$0.00	0
Total	\$1,568.94	
Total pledged but not spent	\$0.00	
Action Taken		
Assisted Emergency Fund	8	
Waiting to be paid	0	
Pantry/Closet	5	
Denied & other	22	
Total	35	

County Emergency Fund Starting Balance	\$14,293.92
County Emergency Fund Ending Balance	\$12,724.98

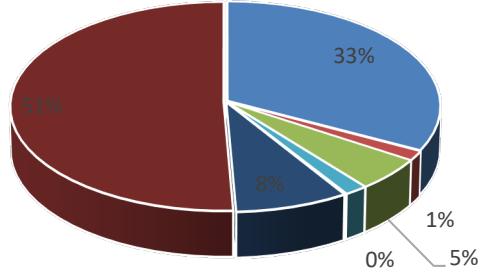


OTHER REPORTS

RECEPTION LOG REPORT

March 2025

Apply/Drop Off/Pick Up Information	1564
Apply/Drop Off/Pick Up for Energy	71
Pick Up EBT/Vault Card	244
Appointments with Benefits for Intake/Ongoing	0
Service Related Appointments	80
Make a Payment	6
Other (FAPT Team/Job Interview/Other Meeting)	393
Daily Incoming Phone Calls(not included in total visitors)	2425
Average Visitors in Lobby per day (29 days)	84



- Apply/Drop Off/Pick Up Information
- Apply/Drop Off/Pick Up for Energy
- Pick Up EBT/Vault Card
- Appointments with Benefits for Intake/Ongoing
- Service Related Appointments
- Make a Payment
- Other (FAPT Team/Job Interview/Other Meeting)
- Daily Incoming Phone Calls(not included in total visitors)

Total Visitors	2442	
DayofWeek	Count	Percent
Monday	642	26.29%
Tuesday	491	20.11%
Wednesday	436	17.85%
Thursday	432	17.69%
Friday	441	18.06%

Hour of Day	Count	Percent
7AM	1	0.04%
8AM	191	7.82%
9AM	258	10.57%
10AM	264	10.81%
11AM	283	11.59%
Noon	292	11.96%
1PM	263	10.77%
2PM	297	12.16%
3PM	375	15.36%
4PM	217	8.89%
5PM	1	0.04%

DSS Check In

Henry Martinsville Dept. of Social Services

Wait Times Report

2025/03/01 to 2025/03/31

TOTAL VISITORS 2416

Wait Time	Count	Percent
Under 5	1583	64.96%
5 to 10	406	16.66%
10 to 15	215	8.82%
15 to 20	111	4.55%
20+	122	5.01%

AVERAGE WAIT TIME 5.51

GENERAL INFORMATION

BOARD COMMENTS

PUBLIC COMMENTS

**CLOSED
SESSION**

CLOSED SESSION

A. Personnel Matter

CLOSED SESSION

B. Cases

ADJOURNMENT