

# Issue Analysis Form



**Date:** October 27, 2020  
Social Services BL851  
Overtime Surge Funds  
Appropriation –FY2021  
**Item:** \$13,211  
County Finance / Social  
Services  
**Lead Department(s):**  
**Contact Person(s):** Betsy Drewry / Bertha Judge

## Description and Current Status

On October 8, 2020 the Director of the Prince George County Department of Social Services received notice of added state funding for overtime for increased workloads. The amount of additional state funding allocated for Prince George County is \$11,163 and requires a 15.5% local match of \$2,048. The total appropriation request is \$13,211.

Supporting documentation from the Virginia Department of Social Services is included as Attachment A.

### Board Action Requested:

Approve increase in state Public Assistance Funding of \$11,163 and a transfer from the General Fund contingency of \$2,048 for a total appropriation to DSS overtime of \$13,211.

A draft resolution for budget amendment / appropriation is attached for Board consideration.

### Appropriation Entry:

#### General Fund (0100) - Revenues

##### Increase:

0100-20-601-8202-324602 General Fund Social Services Public Assistance \$11,163

#### General Fund (0100)- Expenditures

##### Increase:

0100-05-113-0701-41200 General Fund DSS Overtime \$13,211

##### Decrease:

0100-09-401-0917-49199 General Fund Contingency (\$2,048)

## Government Path

Does this require IDA action?  Yes  No

Does this require BZA action?  Yes  No

**Does This require Planning Commission Action?**     Yes     No  
**Does this require Board of Supervisors action?**     Yes     No  
**Does this require a public hearing?**     Yes     No  
**If so, before what date?**     Yes     No

**Fiscal Impact Statement**

Increase in FY2021 appropriation of DSS Overtime of \$13,211, with \$11,163 coming from state Public Assistance funds and \$2,048 being transferred from the adopted General Fund contingency.

**County Impact**

Action makes available for the Department of Social Services funds to pay overtime for increased workloads.

**Notes**

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**Betsy Drewry**

**From:** Judge, Bertha <bertha.judge@dss.virginia.gov>  
**Sent:** Friday, October 9, 2020 9:40 AM  
**To:** Betsy Drewry  
**Subject:** Fwd: OT Allocation

Here is the overtime request. Thanks.

----- Forwarded message -----

**From:** Gezzi, Peter <[peter.gezzi@dss.virginia.gov](mailto:peter.gezzi@dss.virginia.gov)>  
**Date:** Thu, Oct 8, 2020 at 2:23 PM  
**Subject:** OT Allocation  
**To:** Bertha Judge <[bertha.judge@dss.virginia.gov](mailto:bertha.judge@dss.virginia.gov)>  
**Cc:** Jennifer Cooper <[jennifer.cooper@dss.virginia.gov](mailto:jennifer.cooper@dss.virginia.gov)>

**To:** Local Directors  
LDSS Office / Finance Managers

**From:** Toni Blue Washington, Director  
Benefit Programs

**Date:** October 8, 2020

**Re:** Local Overtime Surge Funds

The final determination of local overtime surge funds has been calculated. Unfortunately, we were unable to secure funding to cover the total amount of all requests received. However, looking at what we believe to be fair and reasonable, overtime funding was based on the following:

1. Percent of total renewal caseload through December 2020 as compared to each locality that submitted a request.
2. Total amount requested by each locality
3. Total funds available

These funds will be available when LASER reopens for October (October 19, 2020). Approved allocations will be loaded in BL 851; there is no need for BRS requests. This one-time funding is only available to the end of the 2021 local fiscal year. Overtime funds that have already been paid in the fiscal year 2021 for this purpose and submitted for reimbursement in B L855 in a previous month, will be allowed to be moved to budget line 851. A credit to BL 855 will be needed for the same amount. Budget line 851 will require a 15.5% local match.

ATTACHMENT A

This funding provides for the costs of Local Departments of Social Services (LDSS) eligibility staff overtime/extra work incurred during the processing of eligibility (applications and renewals) mainly due to renewal extensions that were granted due to COVID-19. Reimbursable costs are limited to those related to Medicaid/FAMIS, TANF, and SNAP program activities performed by LDSS applicable staff.

Because multiple eligibility programs will be supported by BL 851 expenditures, the Department will be using adjusted RMS statistics to allocate these costs. Therefore, unlike BL 852 which was dedicated to Medicaid/FAMIS efforts only, workers are not required to sign a dedicated effort form to charge to BL 851.

The following restrictions on this funding apply:

1. Expenditures must be for extra hours worked beyond the staff's normal work schedule.
2. A log of extra hours worked by each staff member must be retained as back-up for the costs submitted for reimbursement.
3. Supervisory approval must be indicated on forms, timesheets, logs, etc.
4. Allocating a share of overhead costs to BL 851 is **NOT** allowable.

Locality	FIPS	Region	Person Making Request	Phone	Final Amount	Local Match	Fed and State
Prince George	149	Eastern	Mary Vinsh	804-862-5981	\$13,211	\$2,048	\$11,163

For questions or concerns, please contact both:

**Washington, Toni** [toni.washington@dss.virginia.gov](mailto:toni.washington@dss.virginia.gov)

**Davis, Jerry** [jerry.davis@dss.virginia.gov](mailto:jerry.davis@dss.virginia.gov)

Thanks,  
Pete



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES



**Peter Gezzi**  
Director, Eastern Region  
Virginia Department of Social Services  
420 North Center Drive, Suite 100, Norfolk, VA 23502  
(757) 355-0528 (cell)  
(757) 455-0840 (fax)  
[www.dss.virginia.gov](http://www.dss.virginia.gov)

**ATTACHMENT A**

**Bertha Judge, MSA, SHRM-CP  
Director  
Prince George Department Social Services  
6450 Administrative Drive  
P.O. Box 68  
Prince George, VA 23875  
Office 804-862-5272 Cell 804-898-2990**

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 27<sup>th</sup> day of October, 2020:

Present:

Donald R. Hunter, Chairman  
Alan R. Carmichael, Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

Vote:

A-4

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; APPROPRIATION (\$13,211 DEPARTMENT OF SOCIAL SERVICES BL 851 OVERTIME SURGE FUNDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 27<sup>th</sup> day of October, 2020, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-05-113-0701-41200	Social Services: Overtime	\$13,211.00
0100-09-401-0917-49199	General Fund Contingency	(2,048.00)
<u>Revenue:</u>		
0100-20-601-8202-324602	Social Services: Public Assistance	\$11,163.00

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator