

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 22nd day of November, 2016:

| | |
|-------------------------------------|--------------|
| <u>Present:</u> | <u>Vote:</u> |
| William A. Robertson, Jr., Chairman | |
| Jerry J. Skalsky, Vice-Chairman | |
| Alan R. Carmichael | |
| Donald R. Hunter | |
| T. J. Webb | |

C-2

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

RESOLUTION; APPROPRIATION (\$8,450 DEPARTMENT OF SOCIAL SERVICES BL 182 FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22nd day of November, 2016, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code 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 | \$8,450 |
| <u>Revenue:</u> | |
| 0100-20-601-8202-324602 Social Services: Public Assistance | \$8,450 |

A Copy Teste:

Percy C. Ashcraft
County Administrator



COUNTY OF PRINCE GEORGE

Finance Department

P.O. Box 68

Prince George, VA 23875

Phone (804) 722-8710 Fax (804) 732-1966

November 2, 2016

To: Mr. Percy C. Ashcraft
County Administrator

From: Betsy Drewry *B. Drewry*
Director of Finance

Re: Appropriation of Department of Social Services - BL 182 Funds

The Prince George County Department of Social Services has been notified of additional funding for overtime payments to workers for final transition of client cases to VaCMS. The additional funds require no local match and are for fiscal year 2017. A similar request was submitted and approved in March 2016.

The e-mail communication serving as official notice of these funds, and supporting documentation regarding appropriate use of funds are attached for your review.

Please place on the Board of Supervisors agenda the approval of the appropriation below. I am available should you require further information.

Revenue

0100-20-601-8202-324602 Social Services: Public Assistance \$8,450

Expenditure

0100-05-113-0701-41200 Social Services: Overtime \$8,450

cc: Shel Bolyard-Douglas, Director of Social Services

Betsy Drewry

From: Bolyard-Douglas, Shel (VDSS) <Shel.Bolyard-Douglas@dss.virginia.gov>
Sent: Tuesday, November 01, 2016 9:37 AM
To: Betsy Drewry
Cc: Bertha Judge; Christine Collins
Subject: FW: BL 851- LDSS Costs for VaCMS Implementation - FIPS 149
Attachments: BL 851 Guidance 10-27-31.docx

We will need to take this to the board for appropriations. There is no local match required. These funds will be added to our 0100-05-113-0701-41200 Salaries & Wages overtime budget line and corresponding revenue line. These funds are dedicated to the conversion project and we will be tracking this internally with payroll as we have done in the past on the Medicaid conversion project.

Please let me know if you need anything further on this matter.

Shel Bolyard-Douglas, LCSW- Director
Prince George County Social Services
PO Box 68
6450 Administration Drive
Prince George, VA 23875
804-733-2650 ext. 5272

Prince George County... A global community where families thrive and businesses prosper.

From: Majors, Vanessa (VDSS)
Sent: Thursday, October 27, 2016 12:03 PM
To: Bolyard-Douglas, Shel (VDSS); Judge, Bertha (VDSS)
Cc: Cooper, Jennifer (VDSS)
Subject: BL 851- LDSS Costs for VaCMS Implementation - FIPS 149

To Local Directors and Office Managers –

The success of VaCMS is one of the Department's highest priorities. To this end, the Department has created **BL 851- LDSS Costs for VaCMS Implementation** to provide local departments of social services (LDSSs) assistance with Staff and Operations (S&O) costs that may be incurred during the final transition to VaCMS. BL 851 is intended to reimburse local departments for overtime and other increased effort that may be necessary to enable the smooth conversion of all client cases to VaCMS. Costs must be related to additional eligibility efforts supporting TANF, Medicaid/FAMIS, SNAP and/or LIHEAP beyond that which is normally scheduled or budgeted as a part of routine S & O.

Your locality's allocation for BL 851 is **\$8,450**. This email is to be considered as official notice of these funds.

The allocations are effective November 1, 2016. Due solely to technical limitations neither BL 851 itself, nor obviously the allocations, can be placed in LASER until the system opens for November. Allocations are based

simply upon each LDSSs' percentage share of eligibility caseload (Medicaid/FAMIS, SNAP, TANF, and LIHEAP). The minimum allocation is \$5,000.

The Department is relying heavily on federal financial support for the aforementioned VaCMS supported programs to fund this budget line. Work effort MUST benefit the specific aforementioned eligibility programs supported by VaCMS. Overtime or costs related to any other programs CANNOT be claimed for reimbursement under BL 851.

The attached Word document, BL851 Guidance, provides additional guidance and other pertinent information.

Contact Information:

If after reading the guidance attachment you have questions please contact either -

Jerry Davis, Local Reimbursement Manager (804) 726-7225

Kelly Zeoli, Budget Manager (804) 726-7226

Thank you,

Mike Gump, CFO
Virginia Department of Social Services

BL 851, LDSS Costs for VaCMS Implementation

Department of Social Services

Division of Finance

October 27, 2016

General

The Virginia Department of Social Services is allocating one-time funding to assist with final implementation of the VaCMS eligibility system. The funds will be placed in Budget Line 851-LDSS Costs for VaCMS Implementation. This budget line has been created to reimburse local departments of social services (LDSS) primarily for extra hours worked to *reduce or eliminate eligibility work backlogs and/or convert all client cases to VaCMS.*

No Local Match

BL 851 will not require local match.

No Effort Certification Required

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, **workers are not required to sign a dedicated effort certification form in order to charge BL 851.**

Restrictions on Reimbursable Expenditures

1. Expenditures must be for extra hours worked beyond the staff's normal work schedule or for extra costs clearly incurred to implement VaCMS.
2. A log of extra hours worked by each staff member must be retained as back-up for the costs submitted for reimbursement.
3. A listing of any other additional implementation costs submitted for reimbursement must also be retained for audit purposes.
4. Supervisory approval must be indicated on forms, timesheets, logs, etc.
5. Pay practices and procedures should comply with applicable Human Resource (HR) policies. Please contact your HR Consultant for guidance as needed.
6. Some examples of BL 851 reimbursable costs:
 - a) Eligibility worker overtime
 - b) Paid comp time to supervisors
 - c) Increases in part-time time worker hours
 - d) Costs of other efforts designed to assist with VaCMS implementation
7. Work effort that does not benefit TANF, SNAP, Medicaid/FAMIS or LIHEAP eligibility administration is **NOT** reimbursable through BL 851.

NOTE: Allocating a share of overhead costs to BL 851 is **NOT** allowable

Availability of Funds

1. **BL 851 allocations are effective November 1, 2016.**
2. Allocations for each LDSS will be placed in LASER after the system closes for October **(and physically available when LASER opens for November on or about the 17th of November)** and will be available to be claimed in LASER any time up to and including the May 2017 close of the local fiscal year.
3. **The cost of reimbursable VaCMS transitional activities that a LDSS may have executed been prior to November 1, 2016 can be transferred to BL 851 on the condition that the locality maintains appropriate backup documentation for audit/review purposes.**
4. **Requests for BL 851 funding transfers to BL 855 will not be considered for any locality until the opening of LASER for March 2017.** The primary consideration for possible funds transfer at that time will be the completeness of VaCMS implementation within the requesting locality, including a minimum of backlogs for applications and renewals in all eligibility programs.
5. **Carryover of BL 851 balances into June 2017** will be allowed in order to reimburse costs which may have been incurred too late for reporting in local FY 2017.
6. **All BL 851 balances remaining in LASER as of closing for June 2017 will revert to state DSS.**

Contact Information

If you have questions please contact either -
Jerry Davis, Local Reimbursement Manager (804) 726-7225
Kelly Zeoli, Budget Manager (804) 726-7226