

County of Stafford
Board of Social Services

Minutes

The Stafford County Board of Social Services held its regularly scheduled monthly meeting on Monday, January 27, 2025, in the DSS/Procurement Conference Room of the Stafford County Government Center. The meeting convened at 10:00 a.m.

Members Present: Fred A. Donahoe, Chairman; Gary F. Snellings, Vice Chairman; and Darrell E. English, member Board of Supervisors.

Staff Present: Michael J. Muse, Director; Marcy T. Bruce, Assistant Director; Ronald S. Lynch, Assistant Director; Jodi P. Long, Administrative Office Manager; and Jennifer S. Frias, Administrative Analyst.

The following business was discussed and acted upon on January 27, 2025:

Approval of Minutes:

On a motion by Mr. English, seconded by Mr. Snellings, the minutes from the October 28, 2024, Board meeting were approved as submitted.

Mr. Muse asked the Board to consider making a donation to Empowerhouse from the Special Welfare fund, Donations account. Empowerhouse is a nonprofit, 501(C)3 Virginia accredited domestic violence program serving Fredericksburg, Caroline, King George, Spotsylvania, and Stafford. The Board unanimously approved a one-time donation of \$1000.

Board Composition:

Last January, the Board discussed the possibility of adding new members. Mr. Snellings will speak with the County Attorney's office about the DSS Board structure prior to any changes being made.

Foster Care Statistics:

Mr. Muse reviewed with the Board statistical data relative to the foster care program. The following information was reported for the months of September 2024, October 2024, November 2024 and December 2024:

	September	October	November	December
Number of Children in Care	73	74	74	75
Number of Approved Resource Homes	42	51	51	51
Number of Resource Homes in use	21	23	23	29

Mr. Muse reported the total number of children receiving adoption subsidy and/or supportive services from Stafford DSS for the months of September 2024, October 2024, November and December 2024:

September	October	November	December
82	81	81	82

A new Virginia law, House Bill 700, waives tuition and room and board for current and former foster youth at Virginia's public four-year colleges.

Benefit Programs Statistics:

The statistical reports for benefit programs were mailed out to the Board members for the months of September 2024, October 2024, November 2024 and December 2024. (See Attachments A, B, C, D)

Mr. Muse reviewed the total caseload was 22,400 cases in September 2024 and increased to 22,467 cases in December 2024.

FY 2026 County/State Budgets:

The FY 2026 proposed budget was submitted to the County Budget office by the deadline on October 16th. DSS submitted a level operating budget and included a request for six new positions. Mr. Muse shared a comparison caseload chart (See Attachment E) with the Board. The chart shows the number of staff (across the entire agency) to total agency caseload from Stafford DSS and comparison localities. Compared to the other localities, staff at Stafford DSS is managing considerably larger caseloads which impacts the ability to serve citizens efficiently and timely.

Governor Youngkin's proposed budget includes funding for 72 new CPS positions statewide for local DSS agencies.

Closed Session:

On a motion by Mr. Snellings, seconded by Mr. English, the Board went into executive/closed session to discuss the following confidential business:

Item #1 – Personnel Matter, pursuant to Virginia Code Section 2.2-3711 (A)(1)

The Board certifies that only the items outlined in the motion for executive/closed session were in fact discussed. On a motion by Mr. English, seconded by Mr. Snellings, the Board exited closed session.

Recruitment Update:

Due to a resignation, there is one vacant Family Services Specialist II (Adult Services/Adult Protective Services) position.

Due to a promotion, there is a vacant Family Services Specialist II (In-Home) position. Interviews are scheduled tomorrow, January 28th.

Due to resignations, there are two vacant Benefit Programs Specialist II positions. Interviews have been completed and job offers will be made soon.

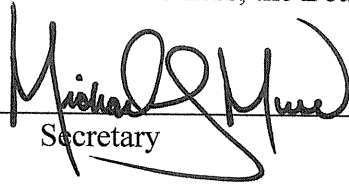
Due to a resignation, there is one vacant Family Services Specialist III (Child Protective Services) position. Applications are being screened.

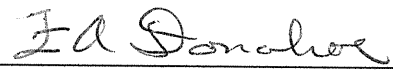
Next Meeting

The next Board meeting is scheduled for Monday, February 24, 2025 at 10:00 a.m. in the DSS/Procurement Conference Room.

As there is no further business, the Board adjourned.

Attest:


Secretary


Chairman

Board Report for September 2024

Attachment A

I. New Applications	Current Month	Prior Month
	Sep-24	Aug-24
SNAP	489	494
PA	103	94
Medicaid	550	588
TOTAL	1,142	1,176

II. Undercare		
SNAP	5,334	5,323
TANF	261	251
Medicaid	16,823	16,965
TOTAL	22,418	22,539

III. Repayments		
TANF	\$0.00	\$0.00
SNAP	\$1,623.19	\$1,652.00
Day Care	\$0.00	\$0.00
TOTAL	\$1,623.19	\$1,652.00

IV. SNAP Issued		
Household	4,891	4,862
People	11,973	11,935
Amount	\$2,088,314.00	\$2,085,079.00

Fuel/Crisis/Cooling		
Denied	6	122
Approved	5	120
LIHEAP Total	11	242
PIPP Approved	42	19
PIPP Denied	66	26
PIPP Total	108	45

Prior Year	Prior Year	3 Yr. Average
Sep-23	Sep-22	24,23,22
431	420	446
101	112	105
433	331	438
965	863	989

5,300	4,933	5,189
262	259	260
18,351	16,401	17,191
23,913	21,593	22,640

\$0.00	\$0.00	\$0.00
\$1,213.19	\$1,329.00	\$1,388.46
\$0.00	\$0.00	\$0.00
\$1,213.19	\$1,329.00	\$1,388.46

4,770	4,652	4,771
11,585	11,230	11,596
\$1,983,357.00	\$2,714,728.00	\$2,262,133.00

0	0	0
0	0	0
0	0	0
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Please note that data is pulled from Data Warehouse system of the Fusion page from the state of Virginia.

Submitted by:

Cynthia Mabery, Benefit Programs Superviso

10/9/2024

"We are working with the state to provide accurate for the Medicaid Undercare Report

Board Report for October 2024

Attachment B

I. New Applications	Current Month	Prior Month
	Oct-24	Sep-24
SNAP	469	489
PA	118	103
Medicaid	517	550
TOTAL	1,104	1,142

II. Undercare		
SNAP	5,387	5,334
TANF	267	261
Medicaid	16,699	16,823
TOTAL	22,353	22,418

III. Repayments		
TANF	\$0.00	\$0.00
SNAP	\$1,283.19	\$1,623.19
Day Care	\$0.00	\$0.00
TOTAL	\$1,283.19	\$1,623.19

IV. SNAP Issued		
Household	4,973	4,891
People	12,190	11,973
Amount	\$2,124,859.00	\$2,088,314.00

Fuel/Crisis/Cooling		
Denied	20	6
Approved	77	5
LIHEAP Pending	181	0
LIHEAP Total	278	11
PIPP Approved	43	42
PIPP Denied	48	66
PIPP Pending	61	81
PIPP Total	152	189

Prior Year	Prior Year	3 Yr. Average
Oct-23	Oct-22	24,23,22
469	390	442
121	95	113
505	334	452
1,095	819	1,007

5,344	4,938	5,223
263	255	261
17,790	16,567	17,019
23,397	21,760	22,503

\$0.00	\$0.00	\$0.00
\$1,085.93	\$4,122.00	\$2,163.70
\$0.00	\$0.00	\$0.00
\$1,085.93	\$4,122.00	\$2,163.70

4,886	4,617	4,825
11,783	11,191	11,721
\$2,156,363.00	\$2,899,653.00	\$2,393,625.00

15	36	23
55	78	70
2	0	61
72	114	154
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Please note that data is pulled from Data Warehouse system of the Fusion page from the state of Virginia.

Submitted by: Cynthia Mabery, BP Supervisor 11/18/2024

Board Report for November 2024

Attachment C

I. New Applications	Current Month	Prior Month	Prior Year	Prior Year	3 Yr. Average
	Nov-24	Oct-24	Nov-23	Nov-22	24,23,22
SNAP	414	469	377	439	410
PA	86	118	85	109	93
Medicaid	490	517	533	622	548
TOTAL	990	1,104	995	1,170	1,051
II. Undercare					
SNAP	5,352	5,387	5,327	4,961	5,213
TANF	260	267	252	271	261
Medicaid	16,792	16,699	17,965	16,804	17,187
TOTAL	22,404	22,353	23,544	22,036	22,661
III. Repayments					
TANF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SNAP	\$1,850.09	\$1,283.19	\$905.46	\$1,086.10	\$1,280.55
Day Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,850.09	\$1,283.19	\$905.46	\$1,086.10	\$1,280.55
IV. SNAP Issued					
Household	4,957	4,973	4,822	4,665	4,814
People	12,116	12,190	11,667	11,251	11,678
Amount	2,093,514.00	\$2,124,859.00	\$2,089,087.00	\$3,022,062.00	\$2,401,554.00
Fuel/Crisis/Cooling					
Denied	38	20	53	56	49
Approved	124	77	120	101	115
LIHEAP Pending	53	181	0	0	5
LIHEAP Total	215	278	173	157	169
PIPP Approved	26	43	0	0	0
PIPP Denied	25	48	0	0	0
PIPP Pending	85	61	0	0	0
PIPP Total	136	152	0	0	0

Please note that data is pulled from Data Warehouse system of the Fusion page from the state of Virginia.

Submitted by:

Cynthia Mabery, Benefit Programs Supervisor

12/16/2024

Board Report for December 2024

Attachment D

I. New Applications	Current Month	Prior Month	Prior Year	Prior Year	3 Yr. Average
	Dec-24	Nov-24	Dec-23	Dec-22	24,23,22
SNAP	395	414	402	427	408
PA	110	86	77	81	89
Medicaid	557	490	540	644	580
TOTAL	1,062	990	1,019	1,152	1,077
II. Undercare					
SNAP	5,354	5,352	5,319	5,214	5,296
TANF	256	260	247	287	263
Medicaid	16,857	16,792	17,553	18,150	17,520
TOTAL	22,467	22,404	23,119	23,651	23,079
III. Repayments					
TANF	\$50.00	\$0.00	\$3,190.00	\$2,336.48	\$1,858.83
SNAP	\$1,068.00	\$1,850.09	\$3,398.88	\$4,874.96	\$3,113.95
Day Care	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,118.00	\$1,850.09	\$6,588.88	\$7,211.43	\$4,972.78
IV. SNAP Issued					
Household	5,041	4,957	4,130	4,753	4,641
People	12,395	12,116	11,820	11,470	11,895
Amount	\$2,166,821.00	\$2,093,514.00	\$2,085,744.00	\$3,127,781.00	\$2,460,115.33
Fuel/Crisis/Cooling					
Denied	39	38	35	57	44
Approved	3	124	1	104	36
LIHEAP Pending	20	53	0	0	7
LIHEAP Total	62	215	36	161	86
PIPP Approved	32	26	N/A	N/A	N/A
PIPP Denied	26	25	N/A	N/A	N/A
PIPP Pending	63	85	N/A	N/A	N/A
PIPP Total	121	136	N/A	N/A	N/A

Please note that data is pulled from Data Warehouse system of the Fusion page from the state of Virginia.

Submitted by:

Angela Robinsony, Benefit Programs Supervi

1/17/2025

COMPARATIVE ANALYSIS FY 2023

Attachment E

Comparison Localities	Albemarle	Prince William	James City	Spotsylvania	Hanover	Fauquier	Stafford
Total Caseload - All Types	22,237	102,882	15,156	37,400	18,798	21,125	32,701
Total Positions	160	440	64	140	66	60	89

DSS Agency	Ratio (Cases to Staff)	Additional Staff Required to Achieve Similar Caseload Ratio
Albemarle	139	146
Prince William	234	51
James City	236	50
Spotsylvania	267	33
Hanover	285	26
Fauquier	352	4
Stafford	367	-

Caseload Types Include: SNAP, TANF, Medicaid, Childcare, Energy Assistance, CPS, FosterCare, Adoption, APS

Total Positions Include: Administrative, Family Services, Benefit Programs

Source: Virginia Department of Social Services Local Agency Profile Report & LDSS FY 2024 Adopted Budgets