

PROGRAM MISSION

To provide the basic supports of financial, medical, food and housing assistance services while encouraging economic independence and self-sufficiency for low and moderate income Arlington residents.

Residents served by these programs are low and moderate income families, adults and the elderly, and people with a disability, all of whom meet the various requirements of the federal, state and local programs available to them.

Administration of the Public Assistance programs is organized into five functional units serving:

- Residents who are elderly or disabled.
- Families with children who are recipients of food stamps, and/or medical assistance.
- Families who receive Temporary Assistance to Needy Families (TANF).
- Residents receiving Housing Grants, Real Estate Tax Relief, or a Homeowner Grant.
- Residents applying for Public Assistance programs who are not applying for TANF or who are neither elderly nor disabled.

The Public Assistance programs administered by the Bureau have three separate funding sources: County funding, a combination of state and County funding, and state and federal funding.

COUNTY FUNDED PROGRAMS

- **The Housing Grants Program** helps provide stable housing for qualifying low income County renters. A monthly subsidy, the amount of which is based on the household size, income, and rent, is issued to the tenant and landlord. The program serves clients who are at least 62 years of age or are permanently disabled, or who are working families with minor children. The program's service level is based on the availability of funding. Priority categories have been established for those in transitional and supportive housing, residents who are DHS clients, clients of DHS contract agencies, or households facing displacement because of County supported renovation projects.

	Maximum Income Level FY 2008*		Average Monthly Grants
Family size of 1	\$28,135	FY 2005	\$412
Family size of 2	\$32,130	FY 2006	\$441
Family size of 3	\$36,168	FY 2007	\$440

* Income limit may be adjusted annually to reflect 42.5 percent of area median income.

- **Project Based Rental Assistance** provides rental assistance to disabled households who are in need of supportive services.
- **The Prescription Medication Program (PMP)** provides generic prescription medications to low income residents who are 55 years or older or who are disabled and have no prescription insurance as well as Arlington residents who are patients of Virginia Hospital Center clinics or clients of Arlington County's mental health system. Clients in need of brand medications are referred to pharmaceutical company programs that provide free brand name medications for people in need. The Medicare prescription medication benefit that began January 1, 2006 significantly reduced the number of people currently receiving PMP benefits.

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- **The Real Estate Tax Relief Program** provides tax relief for eligible homeowners in the form of an exemption from payment of all or part of their real estate taxes. The program serves low and moderate income homeowners who are 65 or older or who are disabled. The amount of relief is based on the resident's income. The income limit currently is \$95,515 and the asset limit is \$540,000, excluding the home. Non-exempt real estate tax may be deferred.
- **The Homeowner Grant Program** provides grants to eligible homeowners with household income and resources below the established limits: \$77,407 income and \$340,000 in assets, excluding the home, retirement accounts and one vehicle. The grant is \$600 with an additional \$75 for each dependent. Homeowners must occupy the house as their sole residence. Funding for this program is in the Non-Departmental portion of the County budget (tab J).

STATE AND COUNTY FUNDED PROGRAMS

- **General Relief** provides short-term financial or medical assistance to people who do not qualify for help in federal programs. The funding ratio is generally 62.5% state, 37.5% County. The targeted populations are served in the following components:
 - **Unemployables** – for those with a short-term disability, assistance is limited to six months per year;
 - **Interim Assistance** – for longer term and permanently disabled persons who have applied for Supplemental Security Income and are awaiting an initial or appeal decision;
 - **Unattached Minors** – for children who are in the custody of non-relatives, whose parents are unable to support them and who do not meet the familial relationship requirement to be eligible for Temporary Assistance to Needy Families;
 - **Burial** – for indigent burial costs, not to exceed \$1,500;
 - **Emergency Assistance** – for emergency help with shelter and medical needs limited to \$500 twice in a six-month period; for clothing help limited to once in 12 months; and
 - **Medical Assistance** – provided to recipients under the Unemployable and Interim Assistance components who are in need of medical and/or prescription assistance, in addition to the monthly benefit check.
- **State and Local Hospitalization** reimburses hospitals for inpatient and outpatient care for low-income County residents not eligible for Medicaid. Funding for the program varies, generally averaging 75 percent state and 25 percent County, with only the local share appearing in the County budget.
- **Auxiliary Grants** provides payment for the custodial care of low income aged, disabled, or blind adults living in assisted living facilities and adult foster care homes. Clients are County residents who now reside in licensed homes throughout the state. Grants are paid monthly to cover the costs above the client's income. Recipients also receive Medicaid. The funding ratio is 80 percent state and 20 percent County.

STATE AND FEDERAL FUNDED PROGRAMS

- **Refugee Assistance Program** provides a monthly case payment to refugees for up to the first eight months in the United States while they resettle and work towards becoming self-

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sufficient. Refugees with minor children must qualify for Temporary Assistance for Needy Families. Medicaid benefits are automatically provided to persons included in the grant. This program is 100% federally funded.

- Temporary Assistance for Needy Families (TANF)** provides financial support to families where minor children live in the home of a parent(s) or relative who is unable to provide adequately for their needs. Assistance can be provided for children up to age 18 and to their parents or other needy related caretakers in the home. As part of the Virginia Initiative for Employment not Welfare (VIEW), parents of children and caretaker relatives are required to actively participate in employment activities unless they meet strictly defined exemption criteria. There is a two-year time limit to receive assistance for those not exempt from the work requirement, followed by a two-year disqualification period. Other families are encouraged to obtain Arlington Employment Center services that promote self-sufficiency. TANF provides a monthly grant. Families are generally eligible for Medicaid. Caseloads and applications are expected to remain stable. Total state and federal expenditures are estimated at \$1,000,000 and are paid directly by the state to the clients. Funding is state and federal.

Maximum Monthly Income Limits

Number of Persons Receiving the Grant	Non-VIEW	VIEW Single-Parent Families	VIEW Two-Parent Families	Maximum Monthly Benefit
1 person	\$450	\$ 851	\$1,277	\$242
2 persons	\$605	\$1,141	\$1,712	\$323
3 persons	\$727	\$1,431	\$2,147	\$389

- Food Stamp Program** provides additional food purchasing power to low income County residents. Benefits are provided through the Electronic Benefit Transfer (EBT). Each household receives a debit card which is credited monthly with their food stamp benefit. The income levels and the deductions given are adjusted annually based on the Consumer Price Index. In FY 2007, a total of \$3,603,248 in Food Stamp benefits were issued to County residents. Benefits are 100% federal.

Maximum Gross Monthly Income	Maximum Monthly Benefit
1 person	\$1,107
2 persons	\$1,484

- Medicaid** provides medical insurance for low-income residents who are aged, blind, disabled, pregnant women, and for children up to 19 years old. The program covers prescription drugs, physician's visits, in-patient and outpatient hospital care, nursing home, transportation, and preventive care. Medicaid also pays for part B Medicare premiums, co-payments and deductibles. Medicaid income and resource guidelines, as well as services covered, vary with the category of Medicaid received. Medicaid expenditures on behalf of County residents are expected to be \$60,500,000 in FY 2008. These expenditures do not flow through the County budget.
- Energy Assistance Program** pays a portion of primary fuel and cooling costs for eligible households. Payments are made directly to the vendor by the state and are based on family income and size. The program paid \$146,184 for Arlington County residents in FY 2007. This funding does not flow through the County budget and is 100% federal.

PROGRAM FINANCIAL SUMMARY

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$3,563,271	\$3,924,776	\$4,077,919	4%
Non-Personnel	727,562	788,842	492,179	-38%
Public Assistance	4,628,501	7,442,559	7,372,527	-1%
Intra-gov Revenue	-	(2,164,488)	(2,164,488)	-
Total Expenditures	8,919,334	9,991,689	9,778,137	-2%
State Share	2,681,168	2,470,773	2,514,717	2%
Other Grants	139,147	162,667	159,728	-2%
Public Assistance Revenue	527,878	673,655	710,729	6%
Total Revenues	3,348,193	3,307,095	3,385,174	2%
Net Tax Support	5,571,141	6,684,594	6,392,963	-4%
Permanent FTEs	50.5	51.50	53.50	
Temporary FTEs	2.5	2.50	0.50	
Total Authorized FTEs	53.0	54.00	54.00	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ Personnel expenditures include normal salary increases and corresponding increases to overtime pay, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a ten percent increase in employer health insurance rates. Two Homeowner Grant positions are reclassified from temporary to limited-term permanent within Public Assistance. These positions will now receive benefits.
- ↓ Non-personnel expenditures reflect a rent decrease due to the reallocation of rental space within the Department of Human Services headquarters building (\$47,012), a decrease for telephone charges (\$9,339), a reallocation of operating funds to the Customer Service Center (\$11,416), a decrease in the training budget (\$1,160), and a decrease in the Prescription Medication Program (\$93,893). The current Prescription Medication Program caseload will continue to be served. Individuals previously eligible for the program now qualify for assistance under Medicare Part D. In addition, expenditures reflect a decrease for the General Relief program based on a reduction in the state allocation for this program (\$133,843). This reduction is occurring because fewer clients are using the program. Of the \$133,843 reduction, \$50,000 has been transferred to the Arlington Employment Center for the English as a Second Language program.
- ↓ Public Assistance expenditures decrease as a result of moving the Transitional Housing Program to Homeless Services from Public Assistance (\$117,000). This decrease is partially offset by an increase in Auxiliary Grants (\$46,968).
- ↑ State share revenue increases due to federal eligibility pass-thru funds (\$211,394). This increase is partially offset by decreases in State share revenue reimbursement from the Virginia Department of Social Services (VDSS) based on the departmental allocation of projected state reimbursement (\$83,798) and based on a cut in the state allocation for the General Relief program (\$83,652).
- ↓ Other grants decrease based on a projected decrease in the reimbursement from the Virginia Hospital Center for eligibility worker positions (\$2,939).

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↑ Public Assistance revenue increases for Auxiliary Grants (\$37,574), which is partially offset by elimination of the Prescription Medication Program client's co-pay revenue (\$500).

PERFORMANCE MEASURES

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Percent of clients surveyed who were satisfied with the agency contact	N/A	95%	93%	97%	95%	95%	95%
Percent of financial (TANF, General Relief) applications processed on time	98%	98%	99%	99%	95%	95%	95%
Percent of financial (TANF, General Relief) applications processed accurately	95%	96%	97%	95%	97%	95%	95%
Percent of medical (Medicaid, PMP) applications processed on time	91%	99%	99%	99%	90%	90%	90%
Percent of medical (Medicaid, PMP) applications processed accurately	98%	98%	99%	97%	90%	90%	90%
Percent of housing grants program applications processed accurately	99%	99%	100%	100%	100%	95%	95%

- Internal standards for timely applications processing are 90 percent except for Food Stamps, which is state-mandated at 97 percent.

PERFORMANCE MEASURES: COUNTY FUNDED PROGRAMS

Housing Grants Program

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Housing Grants expense for working families	\$577,751	\$464,615	\$794,145	\$734,966	\$833,163	\$883,163	\$883,163
Housing Grants expense for elderly and disabled	\$2,700,889	\$2,553,707	\$2,800,398	\$2,775,826	\$2,945,352	\$2,945,352	\$2,945,352
Total Housing Grants expense	\$3,278,640	\$3,018,322	\$3,594,543	\$3,510,792	\$3,778,515	\$3,778,515	\$3,778,515
Average households assisted per month	671	611	679	665	702	688	688
Number of applications processed annually	439	881	912	888	940	940	940
Percent of applications processed within 60 days	100%	100%	100%	100%	90%	90%	90%

Homeowner Grant Program

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Number of people served annually	N/A	N/A	2,257	2,775	2,850	3,100	3,100
Percent of applications processed on time	N/A	N/A	100%	90%	90%	90%	90%
Homeowner Grant Program expense	N/A	N/A	\$1,047,775	\$1,729,800	\$1,781,250	\$1,951,661	\$1,951,661

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Project Based Rental Assistance

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Percent of applications processed on time	N/A	N/A	100%	100%	95%	95%	95%
Project Based Supportive Housing expense	N/A	N/A	\$29,026	\$141,882	\$322,721	\$472,000	\$472,000
Number of households served annually	N/A	N/A	6	25	36	51	51

Prescription Medication Program (PMP)

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Average number of ongoing participants assisted per month	312	137	82	35	38	43	43
Number of applications processed annually	123	109	82	60	65	65	65
Percent processed within 45 days	100%	100%	100%	100%	95%	95%	95%
Prescription Medication Program expense	\$351,618	\$249,021	\$147,992	\$11,117	\$6,500	\$8,600	\$8,600

- The Medicare prescription medication benefit that began January 1, 2006 significantly reduced the number of people currently receiving PMP benefits.

Real Estate Tax Relief Program

Supporting Measures	CY 2004 Actual	CY 2005 Actual	CY 2006 Actual	CY 2007 Actual	CY 2008 Estimate	CY 2008 Estimate	CY 2008 Target
Number of applications processed annually	808	862	1,076	1,312	1,552	1,552	1,552
Percent processed within established deadlines	100%	100%	100%	100%	90%	90%	90%
Annual number of households served	721	767	956	1,189	1,474	1,474	1,474

PERFORMANCE MEASURES: STATE AND COUNTY FUNDED PROGRAMS

General Relief

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
General Relief expense	\$512,428	\$454,976	\$581,659	\$451,020	\$513,885	\$567,000	\$567,000
Average number of households assisted per month	171	138	151	132	144	154	154
Number of applications processed annually	706	634	815	729	750	800	800
Percent processed within 45 days	99%	100%	100%	100%	95%	95%	95%

State and Local Hospitalization

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Number of applications processed annually	293	163	154	213	213	213	213
Percent processed within 45 days	99%	98%	100%	100%	95%	95%	95%
State and Local Hospitalization expense	\$61,329	\$63,687	\$59,183	\$52,887	\$45,440	\$52,890	\$52,890

Auxiliary Grants

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Auxiliary Grant expense	\$247,584	\$284,528	\$331,334	\$335,593	\$369,132	\$406,068	\$406,068
Average number of persons assisted per month	61	61	60	57	57	57	57
Number of applications processed annually	9	12	13	18	18	30	30
Percent processed within 45 days	99%	100%	100%	100%	95%	95%	95%

PERFORMANCE MEASURES: STATE AND FEDERAL FUNDED PROGRAMS

Refugee Assistance Program

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Refugee Assistance expense	\$51,205	\$43,309	\$23,430	\$28,192	\$44,000	\$44,000	\$44,000
Average monthly households assisted	20	17	6	8	17	17	17
Number of applications processed annually	116	98	37	51	98	98	98
Percent processed within 45 days	100%	100%	100%	100%	95%	95%	95%

Temporary Assistance for Needy Families (TANF)

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Average number of families assisted per month	350	330	312	272	250	250	250
Total persons served (children and adults)	700	693	608	489	420	420	420
Number of applications processed annually	564	456	456	417	417	417	417
Percent processed within 30 days	96%	97%	97%	96%	95%	95%	95%

Food Stamp Program

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Average number of households participating per month	2,484	2,443	2,387	2,482	2,534	2,534	2,534
Number of applications processed annually	2,479	2,156	2,067	2,208	2,390	2,390	2,390
Percent processed within timeframe	99%	99%	99%	99%	97%	97%	97%

- Caseloads will experience a slight growth due to the Virginia Combined Application Project, a State outreach effort for Supplemental Security Income (SSI) recipients who are not receiving Food Stamps.

Medicaid and Family Access to Medical Insurance Security (FAMIS)

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Average monthly caseload	5,903	7,165	6,374	6,226	6,000	6,000	6,000
Number of applications processed annually	3,238	3,253	2,796	2,356	2,300	2,300	2,300
Percent processed within timeframe	87%	99%	99%	97%	95%	95%	95%

- Previous efforts to encourage Medicaid retention were discontinued resulting in a decline in enrollment.
- In FY 2005, FAMIS cases were included with Medicaid tracking.

Energy Assistance Program

Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Number of applications processed annually	486	650	739	772	730	730	730
Percent processed by deadline	100%	100%	100%	100%	100%	100%	100%
Yearly number of households assisted	472	645	675	689	700	700	700