



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

April 17, 2019

M E M O R A N D U M

TO: Calvin S. Hawkins, II, Chair
Health, Human Services and Public Safety Committee (HHSPS)

THRU: David H. Van Dyke, County Auditor *DHV*
Turkessa M. Green, Deputy County Auditor

FROM: Deneen Mackall, Auditor *DM*

RE: Department of Social Services
Fiscal Year 2020 Budget Review

Budget Overview

The FY 2020 Proposed Budget for the Department of Social Services is \$21,952,200, a decrease of \$1,241,000, or 5.4%, under the FY 2019 Approved Budget. The General Fund portion is proposed at \$5,847,000, an increase of \$443,100, or 8.2%, over the FY 2019 Approved Budget.

The Grant funded portion of the Department's budget is \$16,852,200 a decrease of approximately \$1.7 million, or 9.5% below the FY 2019 Approved Budget. Grant funding represents 74.2% of the Department's total budget. The major sources of Grant funds in the FY 2020 Proposed Budget are the Welfare Reform – Work Opportunities grant, the Interagency Family Preservation, and Affordable Care Act – Connector Program.

FY 2019 Estimated General Fund Expenditures are \$5.3 million, which is approximately 2.3% below the FY 2019 budgeted level, therefore the Department will not require a supplemental budget appropriation. Although the overall FY 2019 estimated grants are estimated to be below the FY 2019 budgeted level, the Department expects to request a supplemental appropriation of grant funding for six (6) grant programs and two new grant programs in the amount of \$940,495 for FY 2019.

Fund	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	% Change - Est vs App	FY 2020 Proposed	\$ Change	% Change
General Fund	\$ 4,720,809	\$ 5,403,900	\$ 5,278,000	-2.3%	\$ 5,847,000	\$ 443,100	8.2%
Grants	14,822,886	17,789,300	15,693,900	-11.8%	16,105,200	(1,684,100)	-9.5%
Total	\$ 19,543,695	\$ 23,193,200	\$ 20,971,900	-9.6%	\$ 21,952,200	\$ (1,241,000)	-5.4%

Authorized Staffing - All Classifications

	FY 2019 Approved	FY 2020 Proposed	Change Amount	Percentage Change
General Fund	25	27	2	8.0%
Grants	218	204	-14	-6.4%
Total	243	231	-12	-4.9%

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Budget Comparison - General Fund

Approved Fiscal Year 2019 to Proposed Fiscal Year 2020

Category	FY 2018		FY 2019		FY 2019		FY 2020		\$ Change	% Change
	Actual	Approved	Estimated	Proposed						
Compensation	\$ 2,058,584	\$ 2,490,900	\$ 2,468,500	\$ 2,775,600	\$ 284,700	11.4%				
Fringe Benefits	462,610	510,600	506,000	632,300	121,700	23.8%				
Operating Expenses	2,199,033	2,402,400	2,303,500	2,439,100	36,700	1.5%				
Capital Outlay	582	-	-	-	-	0.0%				
Total	\$ 4,720,809	\$ 5,403,900	\$ 5,278,000	\$ 5,847,000	\$ 443,100	8.2%				

Staffing Changes and Compensation

- General Fund compensation for FY 2020 will increase by \$284,700, or 11.4%, due to cost-of-living adjustments, merit increases, and the addition of two Community Developer positions to support the TNI Expansion.
- The FY 2020 Proposed General Fund authorized staffing level is 27 full-time positions, an increase of two (2) positions above the FY 2019 approved level.
- As of March 25, 2019, the Department reported six (6) vacant General Fund positions. The Department reported that is actively recruiting for four (4) of these positions. Two (2) of the vacant positions will not be funded in FY 2020.

Fringe Benefits

- Fringe benefit expenditures are proposed to increase by \$121,700, or 23.8%, due to an increase in compensation.
- A five-year trend analysis of fringe benefit expenditures is included below.

General Fund Fringe Benefits Historical Trend					
	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed
Fringe Benefit Expenditures	\$ 322,129	\$ 374,534	\$ 462,610	\$ 506,000	\$ 632,300
As a % of Compensation	26.5%	23.0%	19.7%	20.5%	22.8%
Annual % Change	10.0%	16.3%	23.5%	9.4%	25.0%

Operating Expenses

- FY 2020 operating expenses are proposed at \$2,439,100 and are comprised of the following major items:

• Operating Contracts	\$1,547,000
• Grants/Contributions	410,300
• Office/Building/Rental/Lease	294,900
• Office Automation	86,200
• General and Office Supplies	28,400
- Overall, operating expenses are increasing by \$36,700, or 1.5 %, over the approved FY 2019 level. The accompanying table compares the FY 2020 Proposed Budget operating expenditures with the FY 2019 Approved Budget operating expenditures. In ten (10) of the categories, the FY 2020 Proposed Budget increases planned spending over the FY 2019 budget. In two (2) of the categories, the FY 2020 Proposed Budget level remains unchanged compared to the FY 2019 budget. Proposed spending is decreasing in four (4) of the categories compared to the FY 2019 approved level.

Operating Objects	FY 2019 Budget	FY 2020 Proposed	FY 2019 - FY 2020	
			\$ Change	% Change
Operating Contracts	\$ 1,847,500	\$ 1,547,000	\$ (300,500)	-16.3%
Grants/Contributions	416,000	410,300	(5,700)	-1.4%
Training	10,500	7,800	(2,700)	-25.7%
General & Administrative Contracts	3,500	2,700	(800)	-22.9%
Advertising	6,000	6,000	-	0.0%
Other Operating Equipment/Maintenance	200	200	-	0.0%
Vehicle Equipment Repair/Maintenance	4,700	5,000	300	6.4%
Mileage Reimbursement	1,500	2,000	500	33.3%
Membership Fees	-	800	800	N/A
Office and Operating Equipment Non-Capital	7,400	10,600	3,200	43.2%
Travel: Non-training	3,300	6,600	3,300	100.0%
Equipment Lease	-	4,400	4,400	N/A
Telephone	16,300	26,200	9,900	60.7%
General and Office Supplies	14,000	28,400	14,400	102.9%
Office Automation	71,500	86,200	14,700	20.6%
Office/Building Rental/Lease	-	294,900	294,900	N/A
TOTAL	\$ 2,402,400	\$ 2,439,100	\$ 36,700	1.5%

- The most significant dollar increase between the FY 2020 Proposed Budget and the FY 2019 Approved Budget is in Office/Building/Rental/Lease (\$294,900) as a result of a realignment of building lease expenses from Operating Contracts.
- The most significant dollar decrease is in Operating Contracts, which is also due to the realignment of building lease expenses.

Budget Comparison – Grant Funds

The Grant funded portion of the Department's proposed budget is \$16,852,200, a decrease of \$937,100, or 5.3% below the FY 2019 Approved Budget.

Approved Fiscal Year 2019 to Proposed Fiscal Year 2020

Category	FY 2018	FY 2019	FY 2019	FY 2020	\$	%
	Actual	Approved	Estimated	Proposed	Change	Change
Compensation	\$ 6,854,226	\$ 8,346,200	\$ 7,344,700	\$ 8,766,900	\$ 420,700	5.0%
Fringe Benefits	901,156	1,252,200	1,101,900	1,315,000	62,800	5.0%
Operating Expenses	7,067,504	8,190,900	7,247,300	6,770,300	(1,420,600)	-17.3%
Total	\$ 14,822,886	\$ 17,789,300	\$ 15,693,900	\$ 16,852,200	\$ (937,100)	-5.3%

Authorized Staffing Count - Grant Funds

	FY 2019 Approved	FY 2020 Proposed	Change Amount	Percentage Change
Full-Time	5	5	0	0.0%
Part-Time	0	0	0	0.0%
Limited Term	213	199	-14	-6.6%
Total	218	204	-14	-6.4%

Staffing Changes and Compensation

- In FY 2020, grant funding is provided for five (5) full-time and 199 limited term grant funded (LTGF) positions. The limited term grant funded staffing resources decrease by 14 positions from the FY 2019 budget, to align with anticipated funding.
- As of March 25, 2019, the Department reported nineteen (19) vacant limited term grant funded positions (LTGF) positions. The Department reported that it is actively recruiting for these positions.

Highlights

- In FY 2019, the Department led efforts, with multiple governmental and community-based organizations, to create a County-wide Child Care Safety Awareness Campaign and to engage the community around the role of adults in the protection and safety of children. The campaign created awareness and education on how to choose someone to care for children and included outreach events, bus wraps, rack card and magnets, and a social media campaign. The Department reported that via social media, more than 8,000 residents were reached using hashtag #PGCSafeKids.
- Additionally, through the CPS Training Unit, the Department began training the public on issues related to identifying and reporting child abuse and neglect, including sexual abuse. Since its inception, 134 training sessions has been conducted and 2,136 attendees have been trained to identify and report suspected child abuse and/or neglect.

- The School-based CPS Investigative Unit was implemented to increase the Department's ability to conclude investigations within 30 days thus decreasing the length of time school staff alleged of abuse or neglect remained on administrative leave pending an investigation outcome. Since implementation, the number of days to complete an investigation has reduced by 32 days, from an average of 60 days to 28 days. The reduction allows for the school system to return a staff to the classroom quickly when the case shows no merit to the allegation, increasing stability in the classroom and reducing the use of substitute teaching. The collaboration with Prince George's County Public Schools and the Department has reduced the total number of reports.
- The Community Resource Advocate Program (CRA), which is currently in 40 schools in TNI neighborhoods, continues to focus on increasing awareness of and actively connecting student and families to a continuum of services including benefit programs such as Medical Assistance, Child Care Subsidy, and the Food Supplement Programs. The CRA Program served 2,414 students for the 2017/2018 school year and 1,867 students as of March 25, 2019, in the 2018/2019 school year.
- The Department reported that the Community Resource Advocate Program developed additional partnerships for a subset of school sites, based on the assessed needs of the student population. Examples of these partnerships include: La Clinica del Pueblo to address the needs of minors fleeing violence in Central America; Hillside Work – Scholarship Connection to provide graduation, promotion, college, and career readiness services; and Maryland Multicultural Youth Center to provide students at 10 high schools and 4 middle schools with intensive case management to help them reach their educational, employment, and healthy living goals.
- The CRA Program also partners with the Capital Area Food Bank to serve families at six (6) monthly school – based food markets to address community food insecurity. To date, in school year 2018/2019, an average of 230 families were served each month. Further, the CRA Program provided over 120 families per week with food bags to address food disparity for students that rely on school-based meals.
- Funding provided by the County Council in the FY 2019 Approved Budget to support the Maryland Market Money Program will be used to provide matching funds for Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC) and other federal benefits (\$80,000) and to cover administrative and infrastructure costs of the program (\$25,000). Through this program recipients of SNAP, WIC and other federal benefits will be able to extend their purchasing power when those dollars are spent on fruits and vegetables sold at local farmers markets.
- The Department implemented the Maryland Total Human Services Integrated Network (MDTHINK). MDTHINK is a \$200 – million initiative through the Governor's office to modernize existing systems, improve access to human services, and enable data – sharing between agencies. The Department is re – engineering its business processes to provide more comprehensive case management and an integrated approach to service assessment/provision.
- The Prince George's County Next Step Program was selected as one of two pilot programs to mitigate multigenerational poverty by the Two-Generation Family Economic Security Commission of the State of Maryland Governor's Office. The initiative, a partnership with the Prince George's Community College, is designed to provide former and current recipients of Temporary Cash Assistance (TCA) with access to post - secondary educational and training opportunities to elevate the economically challenged residents' earning potential and help them achieve economic independence. The Department reports that there were approximately 40 participants in FY 2018 and 53 participants in FY 2019.

- The Department does not plan to expand to additional co-locations at this time and will continue the existing co-location plans for FY 2020. The Department staff is co-located with several County-based efforts, including:
 - La Union, Langley Park Multi -Service Center: A collaborative one stop-shop with staff from the Department of Social Services, Department of Family Services, Health Department, Circuit Court, and Community Crisis Center where community residents have access to essential health and human services related services. The center was developed as part of the work of the Langley Park TNI group to address the concerns of the large immigrant and Latino populations.
 - The Family Justice Center: Support victims of Domestic Violence, Human Trafficking, and Elder abuse through connection of customers to the Circuit Court's Family Justice Center. Department staff provides connections to entitlement benefits, child and adult services, and housing and homeless services.
 - Bridge Center at Adams House: The Department provides on-site staffing to support residents returning to their community through entitlement benefits and homeless support services. In addition, the staff connects residents via referrals to needed community services such as substance abuse, mental health counseling, and local food and clothing pantries.
 - Beltsville Adventist Community Center: The Department has partnered with the community center to provide staff to assist customers with applications for SNAP, TCA, and Medicaid. The Department assigns a health navigator to assist in accessing the Maryland Health Exchange for insurance needs.
- The Department reported the following priorities for FY 2020:
 - Increase the safety and stability of children and adults by completing protective services responses within the mandatory period.
 - Stabilize families and individuals in need through increased access to services, resulting in an increase in the number of vulnerable eligible citizens achieving stability through integrated services.
 - Increase the focus on intervention for at-risk youth by assisting individuals, adults and families in achieving and maintaining permanence in the community.
- The Department's major grant program divisions for FY 2020 are:
 - Family Investment Administration (\$7.1 million proposed) – decrease of \$763,000 below the FY 2019 budgeted level. These grants represent 42% of the Department's proposed grant funding.
 - Family Investment Administration (FIA) program-funding is anticipated to increase by 22.9% from the FY 2019 level. Funding is provided to hire additional staff to address timeliness issues relating to the processing of benefits for the Temporary Cash Assistance, Supplemental Nutrition Assistance Program (SNAP), Temporary Disability Assistance, and Medical Assistance programs.

- The Welfare Reform - Work Opportunities grant is anticipated to decrease by 14.8% in FY 2020. This grant is provided to support employment related assistance to clients of various benefit programs.
- Affordable Care Act - Connector Program funding is anticipated to decrease by \$56,000 in FY 2020. Funding is provided to continue the coordination of outreach activities to reach uninsured individuals and small businesses in the County.
- Community Programs (\$7.3 million proposed) – decrease of 464,500 below the FY 2019 budgeted level. These grants represent 43% of the Department's proposed grant funding.
 - Transforming Neighborhood Initiative (TNI) @ School Project / School Community Resource Advocates Project (CRA) – Grant is anticipated to be \$2,346,000 which is unchanged from the FY 2019 level.
- Child, Adult, & Family Services (\$1.7 million proposed) – increase of \$290,400 over the FY 2019 budgeted level. These grants represent 10% of the Department's proposed grant funding.
 - Child Protective Services – Funding is anticipated to remain unchanged in FY 2020. As of FY 2018 Child Protective Services (CPS) allegations has increased. Subsequently, a 38% increase in CPS investigations. This has greatly increased the caseloads for child protective service social workers, specifically those conducting investigations for sexual abuse cases.
 - Interagency Family Preservation services account for \$1,157,600 or 67%, of this Division's funding, which allows the Department to provide services to individual families whose children are at high risk of out – of – home placement due to abuse or neglect.