

AUGUST

BOARD

MEETING



**HENRY-MARTINSVILLE SOCIAL SERVICES BOARD
AGENDA
August 25th, 2025**

- * Call to Order
- * Roll Call

I. Approval of Minutes

II. Approval and/or Changes/Additions to Agenda

III. Reports of Committees

IV. Review and Approval of Administrative Bills and Expenditures

A. Monthly Bills and Expenditures

V. Old Business

VI. New Business

A. BP Unit Board Training

VII. Reports

Benefits

- A. Benefit Statistics
- B. SNAP Participation Report
- C. VIEW Report
- D. Employment Services & Benefits Trends
- E. Fraud Report

Services

- A. CPS Screen Out Referral Data
- B. Service Statistics
- C. Emergency Services Report
- D. Safe Measures Report

Others

- A. Reception Log Report
- B. DSS Check-In – Wait Time Report

VIII. General Information

IX. Board Comments

X. Public Comments

XI. Closed Session per Code of Virginia 2.2-3711 (A) (1)

A. Personnel

XII. Adjournment

MINUTES

MINUTES

A. July 2025 Minutes

HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
July 28th, 2025

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CALL TO ORDER: The meeting was called to order by Kennedy.

ROLL CALL: Director Amy Rice called the roll. There were seven (7) board members in attendance: Paul Kennedy, Andrea Robertson, Dr. Holland, Richard Harris, Willie Scales, Jean Odachowski, and Ricky Walker. Sarah Taylor was absent. We are one member short of a full Board. Others present: Director Amy Rice, Assistant Director of Services April Evans, Assistant Director of Benefits Lisa Thompson, Administrative Services Manager Susanna Lawrence, and Administrative Programs Assistant Randall Taylor.

APPROVAL OF MINUTES: Motion by Odachowski, seconded by Kennedy, to approve the minutes as amended of the June 2025 board meeting. Vote – Unanimous.

REPORTS OF COMMITTEES:

The by-laws were proposed to be changed to allow quorum when a temporary or permanent disability, or medical condition of a board member prevents attendance. This extends to medical conditions of a family member that may prevent board attendance. If a board member can attend via remote methods in these situations, this can establish a quorum for conducting the board meeting. The required 30-day review period for the changes had passed and the changes were up for vote.

Motion by Walker, seconded by Odachowski, to approve proposed changes to the by-laws. Vote - Unanimous.

REVIEW AND APPROVAL OF ADMINISTRATIVE BILLS AND EXPENDITURES:

Administrative Services Manager Susanna Lawrence reviewed the Bills and Expenditures for the month ending June 30th, 2025, stating we have spent 7% on allocations for report #1 and 8% for report #2. There were no adjustments as this was the start of the fiscal year. We had total net expenditures of \$553,615.85 for the month of June.

Motion by Scales, seconded by Kennedy, to pay the bills. Vote – Unanimous.

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OLD BUSINESS:

A. Office Occupancy Analysis:

Amy Rice reviewed the number of staff in the office. A breakdown was provided showing 43 staff who were in the agency daily with limited teleworking, while for variable teleworking schedules we have an additional 19 staff on Monday, 21 staff on Tuesday, 16 staff on Wednesday, 13 staff on Thursday, 17 staff on Friday.

Detailed information on executive leadership coverage was provided for the month of June 23rd to July 24th with specifics to be discussed during the closed session.

NEW BUSINESS:

A. Appoint Members to Standing Committees - Budget and By-Laws Committees

The Budget and By-Laws Standing committees require new volunteers following the selection of the new Executive Committee in June. Budget and By-Laws Committees are required to meet at least once per year.

Kennedy, Walker, and Odachowski volunteered for the Budget Committee.

Harris, Robertson, and Dr. Holland volunteered for the By-Laws Committee.

Motion by Scales to accept selected volunteers for committees, Kennedy seconded. Vote – Unanimous.

B. HMDSS Employee Handbook Chapter 3 Section 3.5 Requested Revision

Currently the handbook has leave without pay of 5 days maximum allowed in any rolling twelve-month period. A revision was requested based upon the VDSS Local DSS HR/Administration Manual. An employee may request the use of unpaid leave for a specified period not to exceed 3 months except for an employee on FMLA or Military Leave, and only if the grant of such leave is not burdensome to the agency and if the needs of the agency permit. An employee will only be granted leave without pay if all accrued paid leave available for such purposes has been exhausted. No paid leave will accrue during the absence.

Motion by Scales to update the Handbook, Odachowski seconded. Vote – Unanimous.

HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
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REPORTS:

Benefits – Reviewed by Assistant Director of Benefits Lisa Thompson to include the following statistics for June 2025:

The June 2025 Childcare compliance rate was 98%; the Medicaid compliance rate was 95.8%; the SNAP compliance rate was 98.6% with SNAP issuance for the month of March 2025 at \$2,262,191; and the TANF compliance rate was 100.0%.

The June 2025 Benefit Programs Unit Overview included Intake Unit currently has 10% vacancy rate, with 2 members in the training unit. Ongoing consists of 2 units, and currently there are 8 vacancies for a 33% vacancy rate with 5 members in the training unit. Specialty Unit currently has 30% vacancy rate. The Employment Services Unit has a 10% vacancy rate.

The June 2025 VIEW Participant Profile report reflected 73 VIEW and VIEW Transitional participants.

The June 2025 Employment Services report reflected 393 Day Care cases; 73 VIEW cases; and 15 SNAPET cases. There is currently a waiting list for Day Care services. The June 2025 Benefit Programs report reflected 23,867 Medicaid cases; 13,894 SNAP cases; and 357 TANF cases.

The June 2025 Fraud report reflected \$8,376.00 in cost savings of finalized investigations; and \$1,867 in recoupment, with cash payments of \$634.97, and Restoration offset of \$412.39 for total of \$2,914.36 in agency restitution.

Services – Reviewed by Assistant Director of Services April Evans to include the following statistics for June 2025:

Foster Care Unit: Number of Children in Foster Care – 73; Monthly Foster Care Visits Required – 99%; Monthly Foster Care Visits in Residence – 62%; Congregate Care Placements – 13 at 19%; Kinship Fictive Placements - 13%, Approved Foster Homes – 18 homes; and the Foster Care Vacancy Rate is 38% with 3 vacancies.

Child Protective Services Unit: Total CPS Complaints – 59; CPS Investigations/Family Assessments (Valid) – 16; CFSR Timeliness of First Contact with Victim – 23 at 100%; CPS Referrals Closed Before Due Date – 11 at 65%; and the CPS Vacancy Rate is 25% with 2 vacancies.

Family Preservation Unit: Family Preservation Cases – 43; In Home Case Contacts Made – 49 at 96%; Family Support Case Contacts Made – 68 at 78%; Current Service Plans – 7 at 78%; and the Family Preservation Vacancy Rate is 10% with 1 vacancy.

HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
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Services Continued -

Adult Protective Services Unit: APS Valid Complaints – 62; APS Invalid Complaints – 9; Timeliness of Investigation Initiation – 53 at 100%; Timeliness of Disposition – 52 at 98%; Ongoing APS Monthly Contact Compliance – 0 at 100%, there are no ongoing cases at this time; and the Adult Services Unit remains fully staffed.

Purchased Services: Adult Services/Companion – 1 case; VIEW Purchased – 32 cases; SNAPET Purchased – 1 case; Adult Protective Services – 1, and Family Preservation – 9 cases; for a total of 44 Purchased Services.

Emergency Intake Report: There were 39 clients seen for the City of Martinsville with a total of \$2,993.79 in expenditure leaving a balance of \$3,599.60. There were 33 clients seen for Henry County with a total of \$2,372.21 in expenditure, leaving a balance of \$9,566.77.

Foster Care Placements: There are currently 16 in independent living, 11 in local foster homes, 8 in Foster Home Kinship, 13 in Congregate Care, 24 in Therapeutic Foster Homes, 1 in a Trial Home Visit, and 1 AWOL.

Other Reports – Reviewed by Administrative Services Manager Susanna Lawrence to include the following statistics for June 2025:

Reception Log Report – For the month of June 2025, we had 2783 visitors in the agency for an average of 99 per day; we received 3,899 incoming phone calls; and we issued 301 EBT cards.

DSS Check-In Wait Time Report – For the month of June 2025, the average wait time was 6.42 minutes.

GENERAL INFORMATION – There was no “General Information” to report.

BOARD COMMENTS – There were no “Board Comments” this month.

PUBLIC COMMENTS – There were no “Public Comments” this month.

CLOSED SESSION:

Motion by Kennedy, seconded by Scales, to adjourn to Closed Session per Code of Virginia 2.2-3711 (A) (1) and 2.2-3711 (A) (4) for the purpose of discussing Personnel Matters and Cases.

Vote

– Unanimous.

Motion by Scales, seconded by Odachowski, to reconvene in General Session. Vote – Unanimous

HENRY-MARTINSVILLE BOARD OF SOCIAL SERVICES MINUTES
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Closed Session Continued-

CERTIFICATION OF CLOSED SESSION: WHEREAS, The Henry-Martinsville Board of Social Services has convened in the closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provision of the Virginia Freedom of Information Act, and **WHEREAS**, 2.2-3711 (A) (1) and 2.2-3711 (A) (4) of the Code of Virginia required certification by the Henry-Martinsville Department of Social Services that such a closed meeting was conducted in conformity with Virginia Law. **NOW THEREFORE BE IT RESOLVED** that to the best of each member's knowledge; (i) only public business matters lawfully exempt from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (ii) only such business matters were identified in the motion convening the closed meeting were heard, discussed, or considered by The Henry-Martinsville Board of Social Services.

Motion by Odachowski, seconded by Scales, to approve the adoptions for Case #20482928.
Vote - Unanimous

Motion by Scales, seconded by Odachowski to approve the adoptions for Case #21178048. Vote - Unanimous

ADJOURNMENT:

The meeting adjourned at 4:15 p.m.

Paul Kennedy, Board Chair

Randall Taylor, Recorder

Amy W. Rice, Director

REPORTS
OF
COMMITTEES

BILLS

&

EXPENDITURES

BILLS AND EXPENDITURES

A. Monthly Bills and Expenditures

REPORT #1

 LOCAL APPROVED
 HENRY-MARTINSVILLE SOCIAL SERVICES
 2025/2026 TOTAL BUDGET

FOR TWO MONTHS ENDED 07/31/25

CATEGORIES	2025/2026 TOTAL BUDGET									
	LOCAL	LOCAL	LOCAL	STATE	PROJECTED	ACTUAL	UNDER	UNEXPENDED	STATE	
	APPROVED	CHANGES	REVISED	ALLOCATIONS	EXPENDITURES	EXPENDITURES	BUDGET	BUDGET	BALANCE	% SPENT
AUXILIARY GRANTS	H	235,000		235,000	232,450	39,167	31,546	7,621	203,454	200,904 13%
AUXILIARY GRANTS	M	130,000		130,000	128,113	21,667	21,604	63	108,396	106,509 17%
AUXILIARY GRANTS - SUPP HOUSING	H	15,000		15,000	15,250	2,500	2,640	(140)	12,360	12,610 18%
AUXILIARY GRANTS - SUPP HOUSING	M	32,000		32,000	30,933	5,333		5,333	32,000	25,847 0%
REFUGEE CASH ASSISTANCE	M				8,732	-	-	-	-	8,732
TANF EMERGENCY ASSISTANCE	H				1,500	-	-	-	-	1,500
TANF EMERGENCY ASSISTANCE	M				1,500	-	-	-	-	1,500
TANF MANUAL	H	1,000		1,000	1,000	167	-	167	1,000	1,000 0%
TANF MANUAL	M	1,000		1,000	1,000	167	-	167	1,000	1,000 0%
TANF - WORKING PARENTS	H	1,000		1,000	1,000	167	-	167	1,000	1,000 0%
TANF - WORKING PARENTS	M	1,000		1,000	1,000	167	-	167	1,000	1,000 0%
IVE - FOSTER CARE	H	730,000		730,000	404,558	121,667	43,749	77,918	686,251	360,809 6%
IVE - FOSTER CARE LOCAL ONLY*	H					-	-	-	-	-
IVE - FOSTER CARE	M	95,000		95,000	5,080	15,833	4,063	11,770	90,937	1,017 4%
IVE - FOSTER CARE LOCAL ONLY*	M						-	-	-	-
FOSTERING FUTURES FOSTER CARE	H	43,000		43,000	40,935	7,167	8,650	(1,483)	34,350	32,285 20%
FOSTERING FUTURES FOSTER CARE	M	3,000		3,000	-	500	-	500	3,000	- 0%
STATE ADOPTION ASST-SPEC NEED	H	80,000		80,000	62,939	13,333	10,512	2,821	69,488	52,427 13%
STATE ADOPTION ASST-SPEC NEED	M	10,000		10,000	-	1,667	-	1,667	10,000	- 0%
ADOPTION SUBSIDY FEDERAL IV-E	H	1,250,000		1,250,000	1,210,091	208,333	204,477	3,856	1,045,523	1,005,614 16%
ADOPTION SUBSIDY FEDERAL IV-E	M	51,000		51,000	31,381	8,500	5,442	3,058	45,558	25,939 11%
EMERGENCY FUND*	H	23,771		23,771	-	1,981	2,081	(100)	21,690	- 9%
EMERGENCY FUND*	M	21,066		21,066	-	1,756	1,985	(230)	19,081	- 9%
FUEL - LOCAL ONLY*	H	-		-	-	-	-	-	-	-
FUEL - LOCAL ONLY*	M	-		-	-	-	-	-	-	-
ADMIN - BASE POOL FUND	H-M	7,032,565		7,032,565	7,142,359	1,172,094	1,138,354	33,740	5,894,211	6004005 16%
ADMIN - NO LOCAL MATCH	H-M	388,313		388,313	346,211	64,719	75,768	(11,049)	312,545	270443 20%
ADMIN - NO LOCAL NON GOVT PIPP	H-M				66,164	-	5,934	(5,934)	(5,934)	60230
PASS-THROUGH ADMINISTRATION	H-M	807,058		807,058	132,382	134,510	-	134,510	807,058	132,382 0%
OUT STATION ELIG PASS-THRU	H-M	66,175		66,175	-	11,029	-	11,029	66,175	- 0%
COM BOARD/AWARD PRG*	H-M	9,043		9,043	-	754	508	246	8,535	- 6%
LOCAL ONLY - TRAVEL/OTHER*	H-M	4,410		4,410	-	368	542	(175)	3,868	- 12%
PURCHASED SER - ALL	H	388,231		388,231	180,893	64,705	28,366	36,339	359,865	117,540 7%
PURCHASED SER - ALL	M	166,472		166,472	124,262	27,745	3,997	23,748	162,475	99,947 2%
TOTAL		11,585,104	-	11,585,104	10,169,733	1,925,993	1,590,218	335,775	9,994,886	8,524,240 14%

REPORT #2											
LOCAL APPROVED											
HENRY-MARTINSVILLE SOCIAL SERVICES											
2025/2026 TOTAL LOCAL SHARE BUDGET											
CATEGORIES		LOCAL APPROVED	LOCAL CHANGES	LOCAL REVISED	STATE ALLOCATIONS	PROJECTED EXPENDITURES	ACTUAL EXPENDITURES	(OVER) UNDER BUDGET	UNEXPENDED BUDGET	STATE BALANCE	% SPENT
AUXILIARY GRANTS	H	46,490		46,490	46,490	46,490	6,309	40,181	40,181	40,181	14%
AUXILIARY GRANTS	M	25,623		25,623	25,623	25,623	4,320	21,303	21,303	21,303	17%
AUX GRANT SUPPORTIVE HOUSING	H	3,050		3,050	3,050	3,050	528	2,522	2,522	2,522	17%
AUX GRANT SUPPORTIVE HOUSING	M	6,187		6,187	6,187	6,187	1,018	5,169	5,169	5,169	16%
TANF	H	-		-	-	-	-	-	-	-	-
TANF	M	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	H	-		-	-	-	-	-	-	-	-
TANF - WORKING PARENTS	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE	H	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	H	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE	M	-		-	-	-	-	-	-	-	-
TANF - FOSTER CARE LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	H	-		-	-	-	-	-	-	-	-
SPECIAL NEEDS ADOPTIONS	M	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	H	-		-	-	-	-	-	-	-	-
ADOPTION SUBSIDY	M	-		-	-	-	-	-	-	-	-
EMERGENCY FUND*	H	23,771		23,771	-	21,790	2,081	19,709	21,690	-	9%
EMERGENCY FUND*	M	21,066		21,066	-	19,311	1,985	17,326	19,081	-	9%
FUEL - LOCAL ONLY	H	-		-	-	-	-	-	-	-	-
FUEL - LOCAL ONLY	M	-		-	-	-	-	-	-	-	-
ADMIN BASE POOL FUND	H-M	1,106,368		1,106,368	1,106,368	1,106,368	176,445	929,923	929,923	929,923	16%
PASS THROUGH ADMIN	H-M	531,156		531,156	87,372	531,156	-	531,156	531,156	87,372	0%
ELIG OUT STATION PASS THRU	H-M	-		-	-	-	-	-	-	-	-
COMP BOARD/AWARD PROGRAM *	H-M	9,943		9,943	-	9,114	508	8,606	9,435	-	5%
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	3,218	542	2,676	2,968	-	15%
PURCHASED SER - ALL	H	35,441		35,441	21,660	35,441	3,557	31,884	31,884	18,103	10%
PURCHASED SER - ALL	M	22,903		22,903	18,581	22,903	619	22,284	22,284	17,962	3%
TOTAL		1,835,508		1,835,508	1,315,331	1,830,651	197,912	1,632,739	1,637,596	1,122,535	11%

HENRY COUNTY
ADMINISTRATIVE MONTHLY EXPENDITURE REPORT
BY ACCOUNT
FOR THE MONTH OF JULY 2025

ACCOUNT NAME	EXPENDITURES	ADJUSTMENTS / REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
51100 - SALARIES	381,569.32	0.00	0.00	381,569.32
51131 - SALARIES AND WAGES-BONUSES & INCENTIVES	68,795.49	0.00	0.00	68,795.49
51200 - SALARIES & WAGES - OVERTIME	3,322.95	0.00	0.00	3,322.95
51300 - PART TIME SALARY	7,960.27	0.00	0.00	7,960.27
51902 - RECOGNITION AWARD/PAYROLL	308.63	0.00	0.00	308.63
52100 - FICA/MEDI	29,127.06	0.00	0.00	29,127.06
52210 - RETIREMENT	53,474.93	0.00	0.00	53,474.93
52300 - HEALTH	63,818.96	0.00	0.00	63,818.96
52410 - GROUP LIFE	4,359.08	0.00	0.00	4,359.08
52500 - LTD CORE	1,638.69	0.00	0.00	1,638.69
52600 - UNEMPLOYMENT INSURANCE	204.42	0.00	0.00	204.42
52700 - WORKER'S COMP - COMMON CARRIER	8,288.00	0.00	0.00	8,288.00
53110 - PROFESSIONAL HEALTH SERVICES	255.00	0.00	0.00	255.00
53150 - LEGAL SERVICES	9,156.00	0.00	0.00	9,156.00
53160 - PROFESSIONAL SERVICES - OTHER	108.00	0.00	0.00	108.00
53312 - REPAIRS & BUILDING MAINTENANCE	680.00	0.00	0.00	680.00
53320 - MAINTENANCE SERVICE CONTRACTS	375.00	0.00	0.00	375.00
53600 - ADVERTISEMENT	224.00	0.00	0.00	224.00
53800 - PUR SERVCS FROM OTHER GOV'T	8,626.46	0.00	0.00	8,626.46
53908 - CONTRACTED CUSTODIAL SERVICE	2,800.00	0.00	0.00	2,800.00
55110 - ELECTRICAL SERVICES	2,404.43	0.00	0.00	2,404.43
55130 - WATER AND SEWER	205.78	0.00	0.00	205.78
55152 - GARBAGE SERVICE	250.38	0.00	0.00	250.38
55230 - TELECOMMUNICATIONS	5,009.42	0.00	0.00	5,009.42
55410 - LEASE - RENT OF EQUIPMENT	1,028.27	0.00	0.00	1,028.27
55540 - TRAVEL - CONVENTION/EDUCATION	524.03	0.00	0.00	524.03
56001 - OFFICE SUPPLIES	4,981.93	0.00	0.00	4,981.93
56005 - LAUNDRY, JANITORIAL SUPPLIES	728.01	0.00	0.00	728.01
56008 - VEHICLE & POWER EQUIP - FUEL	140.84	0.00	0.00	140.84
56009 - VEHICLE & POW EQUIP - SUPPLIES	489.59	0.00	0.00	489.59
56014 - OTHER SUPP & LOCAL ONLY TRAVEL	232.96	0.00	0.00	232.96
58001 - MACHINERY AND EQUIPMENT	723.58	0.00	0.00	723.58
582095 - COMPUTER SOFTWARE	239.88	0.00	0.00	239.88
58311 - BUILDING & IMPROVEMENTS DEPREC	5,766.06	0.00	0.00	5,766.06
 TOTAL EXPENDITURES	 667,817.42	 0.00	 0.00	 667,817.42

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JULY 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-AGE HENRY - ASSISTED LIVING FACILITIES-AGED	80404	11,085.00	0.00	(3,200.00)	7,885.00
089-DIS HENRY - ASSISTED LIVING FACILITIES-DISABLED	80406	9,242.00	0.00	(1,908.00)	7,334.00
089-ASH HENRY - AUXILIARY GRANTS SUPPORTIVE HOUSING DIS - DISABLED	80703	1,320.00	0.00	0.00	1,320.00
089-EF HENRY - EMERGENCY FUND HOUS - HOUSING UTIL - UTILITIES	00630 00630	400.00 1,680.78	0.00 0.00	0.00 0.00	400.00 1,680.78
TOTAL FOR HENRY - EMERGENCY FUND		2,080.78	0.00	0.00	2,080.78
089-SAC HENRY - FEDERAL ADOPTION ASSIST - CHILD CARE REIMB	81201	435.00	0.00	0.00	435.00
089-SAE HENRY - FEDERAL ADOPTION ASSIST - ENHANCED MAINTEN	81203	47,540.00	(5,600.00)	0.00	41,940.00
089-SA HENRY - FEDERAL ADOPTION ASSISTANCE - BASIC MAINTEN	81201	55,424.00	(2,815.00)	0.00	52,609.00
089-FFL HENRY - FOSTERING FUTURES (IV-E) LOCAL FOSTER HOME MAIN - BASIC MAINTENANCE	81402	6,415.00	0.00	0.00	6,415.00
089-CPA HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY CC - FOSTER CARE - CHILD CARE EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN	81108 81112 81108	792.00 7,168.00 4,482.00	(750.00) (1,878.73) (1,402.37)	0.00 0.00 0.00	42.00 5,289.27 3,079.63
TOTAL FOR HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY		12,442.00	(4,031.10)	0.00	8,410.90
089-FFC HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES CLOT - SUPPLEMENTAL CLOTHING EMAD - ENHANCED MAINTENANCE FOR ADS R&B - MAIN TRAV - FOSTER CARE - TRAVEL	81110 81113 81110 81110	293.88 1,792.00 2,508.00 675.00	0.00 0.00 (246.37) 0.00	0.00 0.00 0.00 0.00	293.88 1,792.00 2,261.63 675.00
TOTAL FOR HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES		5,268.88	(246.37)	0.00	5,022.51
089-RES HENRY - IV-E RESIDENTIAL FACILITIES AND GROUP HOME R&B - ROOM & BOARD	81107	0.00	(3,500.00)	0.00	(3,500.00)

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JULY 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-SNA HENRY - STATE ADOPTION ASSISTANCE					
EMAD - ENHANCED MAINTENANCE FOR ADS	81703	3,584.00	0.00	0.00	3,584.00
MAIN - BASIC MAINTENANCE	81702	1,672.00	0.00	0.00	1,672.00
TOTAL FOR HENRY - STATE ADOPTION ASSISTANCE		5,256.00	0.00	0.00	5,256.00
690-AGE MARTIN - ASSISTED LIVING FACILITIES-AGED	80404	6,091.00	0.00	0.00	6,091.00
690-DIS MARTIN - ASSISTED LIVING FACILITIES-DISABLED	80406	4,711.00	0.00	0.00	4,711.00
690-ASH MARTIN - AUXILIARY GRANTS SUPPORTIVE HOUSING					
DIS - DISABLED	80703	2,543.00	0.00	0.00	2,543.00
690-EF MARTIN - EMERGENCY FUND					
HOUS - HOUSING	00630	200.00	0.00	0.00	200.00
UTIL - UTILITIES	00630	1,785.03	0.00	0.00	1,785.03
TOTAL FOR MARTIN - EMERGENCY FUND		1,985.03	0.00	0.00	1,985.03
690-SA MARTIN - FEDERAL ADOPTION ASSISTANCE - BASIC MAINT	81201	2,810.00	0.00	0.00	2,810.00
690-FFC MARTIN - IV-E LOCAL AGENCY FOSTER FAMILY HOMES					
R&B - MAIN	81110	563.00	0.00	0.00	563.00
690-RES MARTIN - IV-E RESIDENTIAL FACILITIES AND GROUP HOM					
R&B - ROOM & BOARD	81107	0.00	3,500.00	0.00	3,500.00
TOTAL EXPENDITURES		175,211.69	(12,692.47)	(5,108.00)	157,411.22

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JULY 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-APS HENRY - ADULT PROTECT SERV (OPS) (895)					
EWRI - ELIGIBLE W/O REGARD TO INCOME	89501	240.00	0.00	0.00	240.00
FEE - GUARDIANSHIP FEES	89501	0.00	(30.00)	0.00	(30.00)
TOTAL FOR HENRY - ADULT PROTECT SERV (OPS) (895)		240.00	(30.00)	0.00	210.00
089-COM HENRY - ADULT SERVICE -PAYROLL- COMPANION (833)					
DIS - SSI - DISABLED	83304	744.94	0.00	0.00	744.94
089-CWC HENRY - CASE WORKER CONTACTS	86608	232.52	0.00	0.00	232.52
089-SUB HENRY - CHILD WELFARE SUBSTANCE ABUSE SERV(830)	83001	726.00	0.00	0.00	726.00
089-CWS HENRY - CHILD WELFARE SUPPLEMENTAL SERV (830)	83002	2,218.86	0.00	0.00	2,218.86
089-FPR HENRY - FAMILY PRESERVATION - P.S. (IVB2) (866)					
FAMU - FAMILIES (UNDUPLICATED)	86602	2,050.00	0.00	0.00	2,050.00
089-FP HENRY - FAMILY PRESERVATION - PURCH SERV (829)					
FAMU - FAMILIES (UNDUPLICATED)	82905	150.44	0.00	0.00	150.44
089-FSU HENRY - FAMILY SUPPORT PUR SERV (IVB2) (866)					
FAMU - FAMILIES (UNDUPLICATED)	86601	4,660.00	0.00	0.00	4,660.00
089-FS HENRY - FAMILY SUPPORT PURCH SERV (829)					
FAMU - FAMILIES (UNDUPLICATED)	82904	50.00	0.00	0.00	50.00
089-PP HENRY - IVE PREVENTION PROMISING PRACTICE					
HFW - HIGH FIDELITY WRAPAROUND (HFW)	83503	1,350.00	0.00	0.00	1,350.00
089-PWP HENRY - IVE PREVENTION WELL-SUPPORTED PRACTICE					
BSFT - BRIEF STRATEGIC FAMILY THERAPY(BSFT)	83501	3,904.00	0.00	0.00	3,904.00
089-ILP HENRY INDEPENDENT LIVING - PURCHASED SERVICE (862)					
OSER - OTHER SERVICES	86201	491.83	0.00	0.00	491.83
089-VTT HENRY VIEW TRANSITIONAL - TRANSPORTATION	87204	49.00	0.00	0.00	49.00

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JULY 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
089-TRA HENRY VIEW TRANSPORTATION TRAN - TRANSPORTATION	87207	1,952.75	0.00	0.00	1,952.75
089-VSU HENRY-VIEW SUPPORT SERVICES-UNSUBSIDIZED EMP	87202	1,425.00	0.00	0.00	1,425.00
690-APS MARTIN ADULT PROTECTIVE SERVICES (895) EWRI - ELIGIBLE W/O REGARD TO INCOME FEE - GUARDIANSHIP FEES	89501 89501	28.40 0.00	0.00 (40.00)	0.00 0.00	28.40 (40.00)
TOTAL FOR MARTIN ADULT PROTECTIVE SERVICES (895)		28.40	(40.00)	0.00	(11.60)
690-TRA MARTIN VIEW TRANSPORTATION TRAN - TRANSPORTATION	87207	1,786.75	0.00	0.00	1,786.75
TOTAL EXPENDITURES		22,060.49	(70.00)	0.00	21,990.49

HENRY COUNTY
MONTHLY EXPENDITURE REPORT
FOR THE MONTH OF JULY 2025

CATEGORY	LASER	EXPEND-	ADJUSTMENTS /	CANCELLED	NET
	CODE	ITURES	REIMBURSE	WARRANTS	EXPENDITURES
GRAND TOTAL		865,089.60	(12,762.47)	(5,108.00)	847,219.13

OLD BUSINESS

NEW BUSINESS

NEW BUSINESS

A. BP Unit Board Training

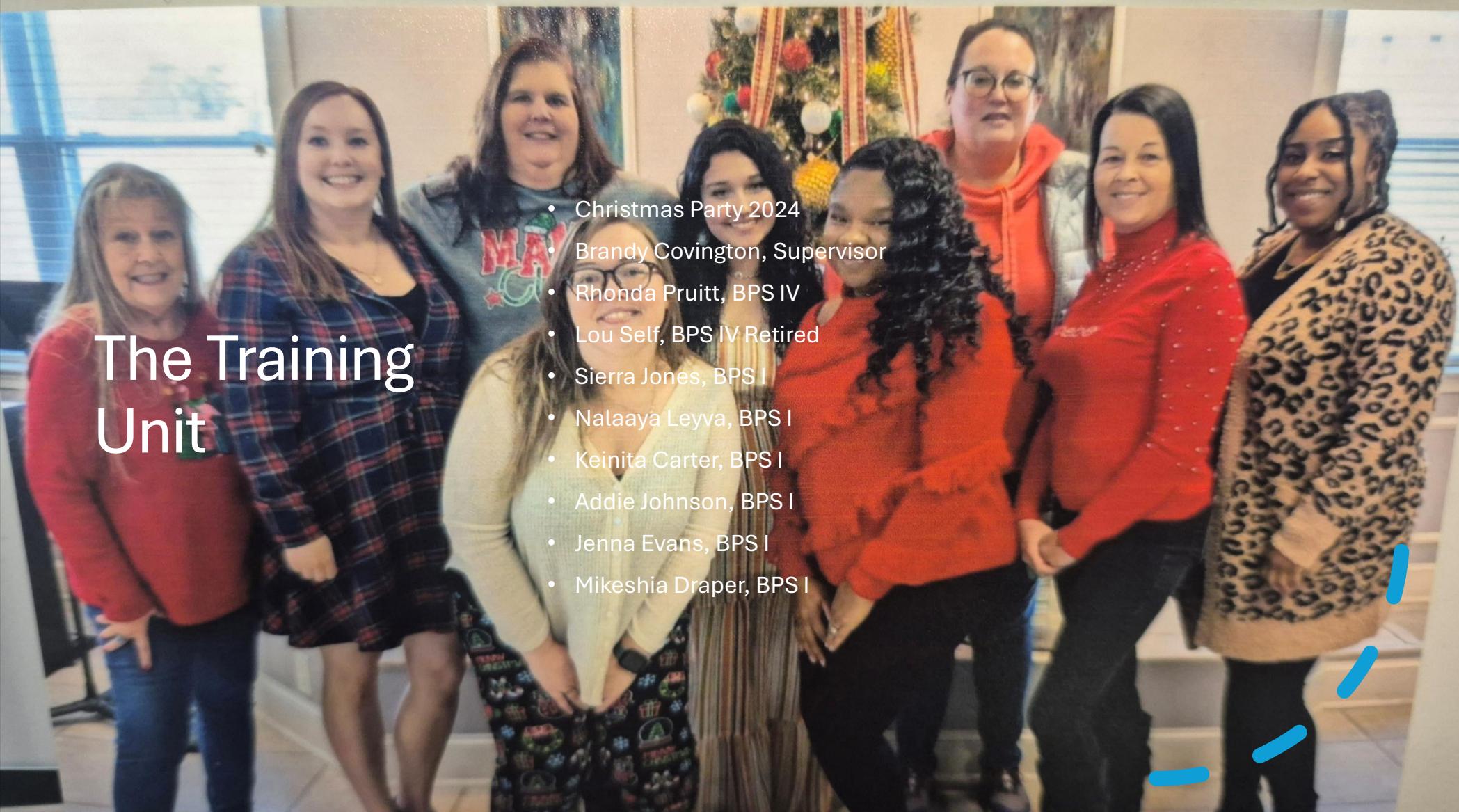
The Training Unit

Henry/Martinsville DSS



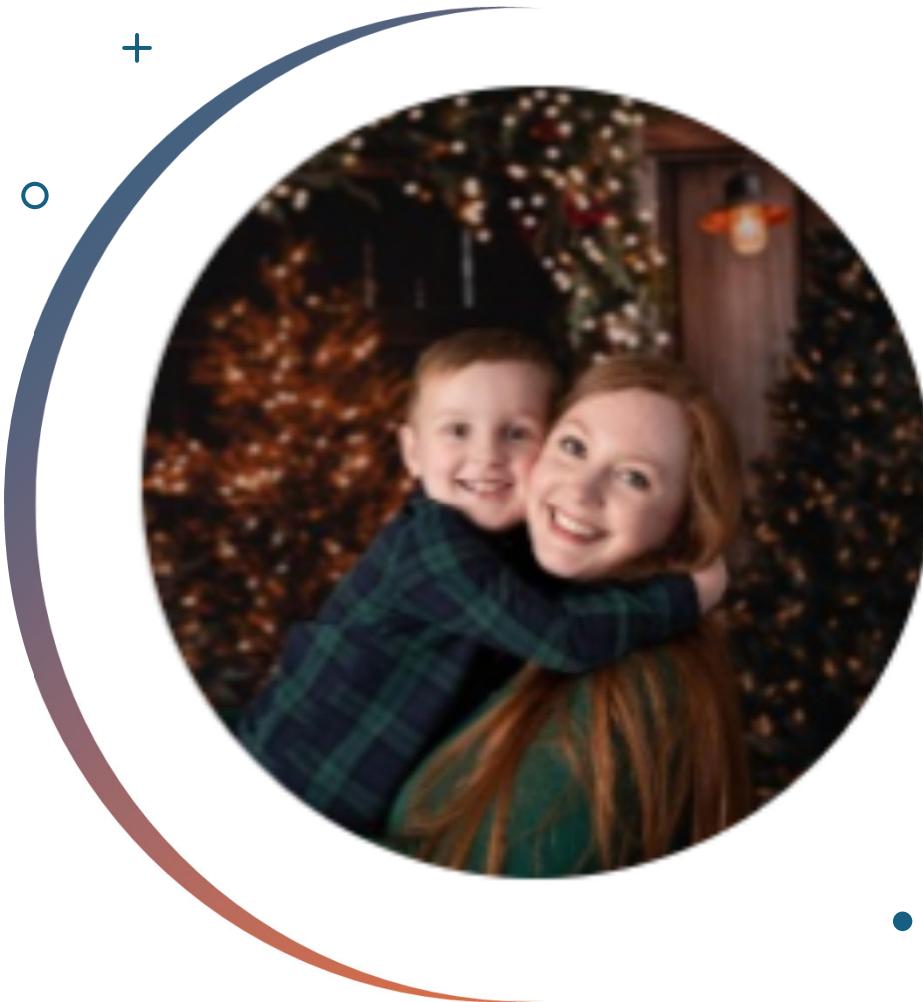
The Training Unit

- Christmas Party 2024
- Brandy Covington, Supervisor
- Rhonda Pruitt, BPS IV
- Lou Self, BPS IV Retired
- Sierra Jones, BPS I
- Nalaaya Leyva, BPS I
- Keinita Carter, BPS I
- Addie Johnson, BPS I
- Jenna Evans, BPS I
- Mikeshia Draper, BPS I



The unit was formed late last year, to ensure that everyone hired as a BPS had sufficient training and felt confident in doing their jobs once released. Proper training provides the necessary confidence to succeed outside of the training team. When you learn to do the job correctly, you no longer fear the weight of the caseload, and this leads to retention with DSS.





Brandy Covington

- Training Unit Supervisor
- Brandy has been with the Unit since it began. Prior to being the Supervisor she was the BPS IV on the Intake team. She has worked for HMDSS for 10 years. She is pictured here with her son, Whitt.

Rhonda Pruitt

- BPS IV
- Rhonda came to the unit in November as the BPS IV. Prior to this team, she was a BPS IV on one of the ongoing teams. She has also worked in Long Term Care and began her career here in Clerical back in 2016. Pictured with her are 3 of her 4 children, Jenna-who also works at HMDSS, Jadyn and Julie.



Sierra Jones

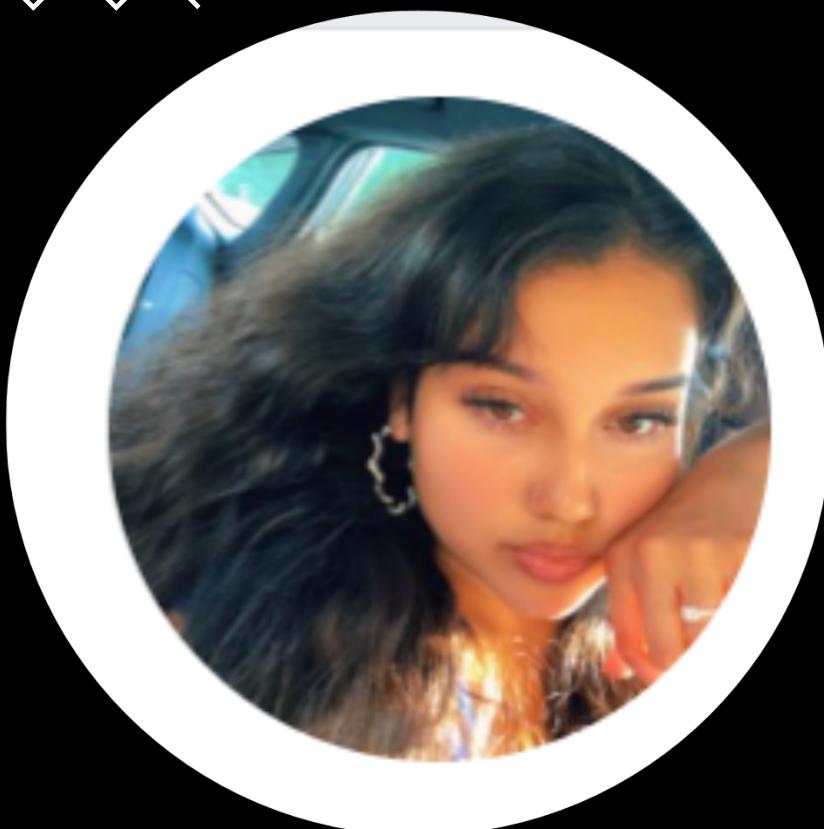
- BPS I
- Sierra is the first graduate from the training team. She began here in 2021 on the clerical team and worked her way to BPS. She graduated April 1 and is now a member of the intake team.





Addie Johnson

- BPS I
- Addie came to the team in September. She is learning quickly the policies for SNAP and Energy Assistance, and is currently doing training for ABD Medicaid. In September, she will graduate to an ongoing team with the alpha McK-Na.



Nalaaya Leyva

- BPS I
- Nalaaya came to the team in September. She is learning the SNAP Program, the energy program and is currently in training for ABD Medicaid. In September, she will graduate to an ongoing team and hold the alpha Spencer-Tom.



Keinita Carter

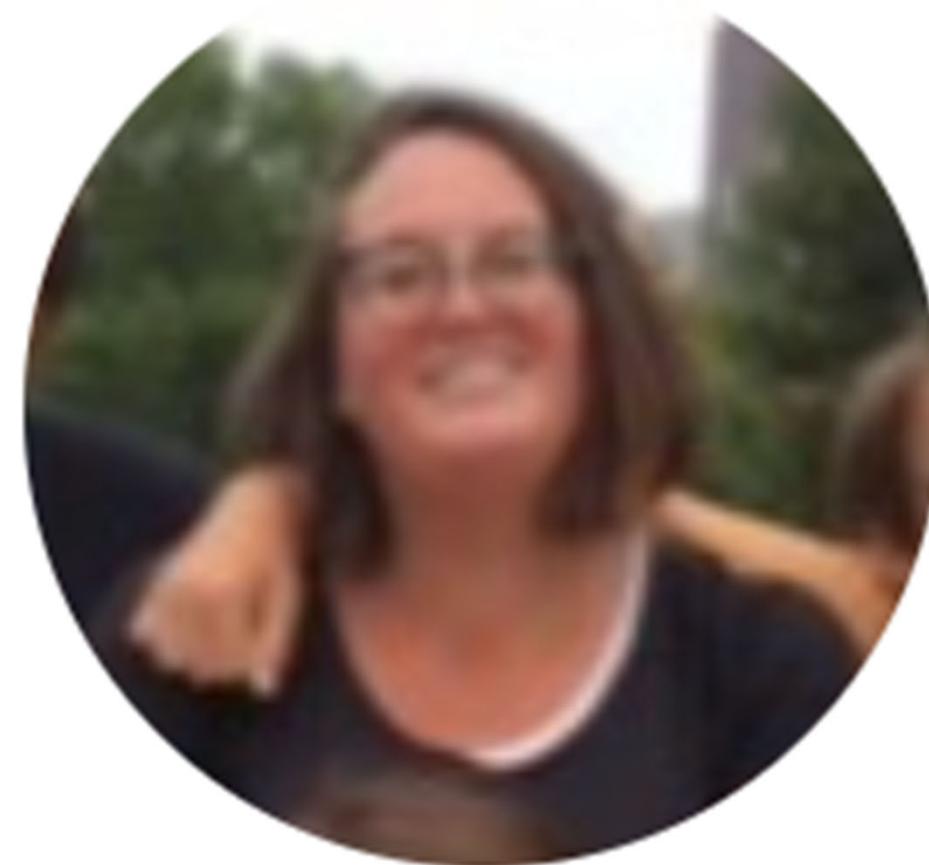
- BPS I
- Keinita came to the team in September. She is a very quick learner and has a great understanding of the SNAP and energy programs, and is currently in training for ABD Medicaid. In September, she will graduate to an ongoing team and carry the alpha Sh. Hairston-Hodge.



Mikeshia Draper

- BPS I
- Mikeshia came to us in November. She was actually employed before with us but went out to have her baby. She has trained for SNAP and energy assistance. She is currently in training for ABD Medicaid. In November, she will graduate to an ongoing team and cover the alpha Jop-Lop.





Jenna Evans

- BPS I
- Jenna came to us in November. She is learning the intake processes for SNAP and Medicaid, and the energy program. She is currently in training for ABD Medicaid. In November, she will graduate to the intake team.

Kiana Yates

- BPS I
- Kiana just came to us on May 1. She is excited to learn about our programs. She has already started her training on SNAP.

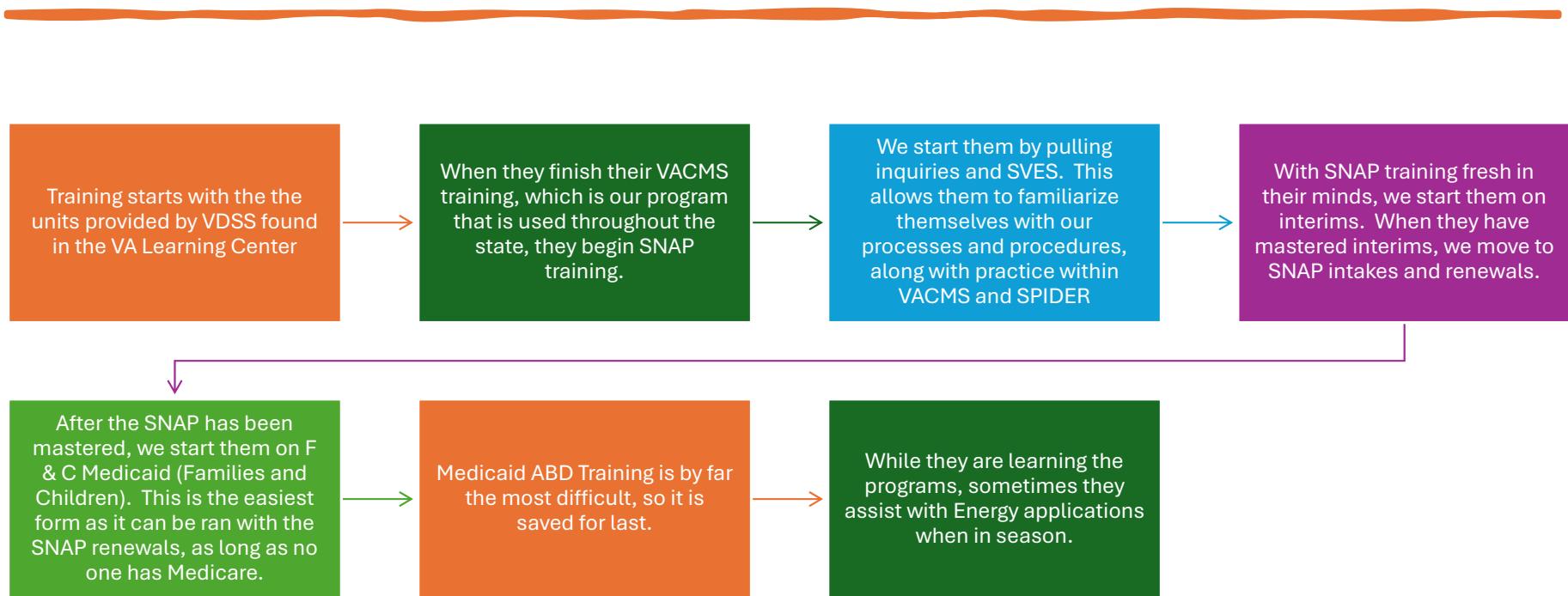


Carol Hubbard

- BPS I
- Carol came to us May 1. She is excited to learn all that we can teach her. She has already started learning the SNAP program.



The Training Plan





The Benefits of a Training Unit



We train on policy and documentation for all programs. We sit with them during interviews to ensure they are asking the questions the system gives, and we can suggest questions they can ask to clear up any confusion there may be. We check the work and give feedback on what works and what does not. This is the best way to ensure that the trainees have the best opportunity to learn everything they need to know, while receiving feedback and encouragement from the same people each time. We have forged bonds with the team, while encouraging them and teaching them the correct way to do things. This builds their confidence and also allows them the confidence to go to their own prospective teams, knowing they have learned all they need to, and can hold their own. Members of the training team enjoy the camaraderie that we share as a team, the ability to bounce questions off of each other and the supervisor, and the hands-on learning.

BENEFITS REPORTS

RE: **July 2025 STATISTICS**

- **AUXILIARY GRANT:**

Applications received: 1

Applications Disposed: 0

Compliance Rate: n/a

Customers continued to next month: 32

- **CHILDCARE**

Applications received: 52

Applications Disposed: 62

Compliance Rate: 93.5%

Cases Continued to next month: 327

Customers continued to next month: 542

- **SNAP PROGRAM:**

Applications received: 348

Applications Disposed: 357

Compliance rate: 98.9%

Reviews/ Recertifications disposed: 452

Cases Continued to next Month: 9,653

Participants in July: 14,047

Monthly issuance for July-\$2,246,488

- **MEDICAID PROGRAM**

Applications Received: 316

Applications Disposed: 351

Compliance Rate: 95.5%

Cases Continued to next month: 20,400

Customers continued to next month (money/non-money payment): 23,933

- **TANF PROGRAM**

TANF Applications received: 42

AFDC-FC received: 4

Applications Disposed: 50

Compliance Rate: 100%

TANF Cases continued to next Month: 187

TANF Participant Count: 379

AFDC-FC continued to next month: 24

Submitted by: Lisa Thompson Assistant Director- BP

BENEFIT PROGRAMS UNIT OVERVIEW

August 2025

INTAKE – Processes new applications for SNAP & Medicaid

Positions – Supervisor and 9 line staff

1 vacant = 10% vacancy rate

4 in the training unit

50% operating vacancy rate

ONGOING (2 units) – Processes changes, reviews, interim reports

Positions 2 Supervisors & 22 line staff

7 vacant = 29% vacancy rate.

2 in training

38% operating vacancy rate

SPECIALTY UNIT – Long term care, TANF, Energy Assistance, Fraud

Positions Supervisor and 9 line staff

7 = LTC- 3 vacant

1 = Fraud

1 = Energy Assistance Specialist*

Vacancy rate= 30% vacancy rate

Employment Services Unit – VIEW, SNAP-ET, Childcare

Positions Supervisor & 9 line staff

1 = SNAP-ET

5 = VIEW/TANF

3= Childcare

Vacancy rate for unit = 0%

Training Unit – BP Supervisor, BPS IV & BPS workers in training (included in counts above)

MISC- 3 Emergency Human Service Assistant positions- Assist with Energy Assistance, scanning, customer service

1 vacant = vacancy rate 33.3%

* All workers evaluate Fuel Assistance applications and Cooling assistance applications. The specialist handles the Crisis applications & the upcoming PIPP applications. The specialist resolves disputes and handles inquiries about the program.

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
Alleghany/Covington Multi FIPS		319	1583	1902	414	3260	3674	61,303.00	504,763.00	566,066.00	
Chesterfield/Colonial Heights Multi FIPS		2020	13847	15867	3038	31383	34421	559,456.00	5,876,257.00	6,435,713.00	
Fairfax County/Fairfax/Falls Church Multi FIPS		5950	23269	29219	8456	48841	57297	1,307,624.00	8,721,224.00	10,028,848.00	
Greensville/Emporia Multi FIPS		335	1745	2080	485	3363	3848	70,294.00	586,981.00	657,275.00	
Henry/Martinsville Multi FIPS		978	6701	7679	1157	12890	14047	165,653.00	2,080,835.00	2,246,488.00	
Rockbridge/Buena Vista/Lexington Multi FIPS		375	1595	1970	453	3351	3804	57,135.00	497,446.00	554,581.00	
Rockingham/Harrisonburg Multi FIPS		716	4311	5027	935	9438	10373	117,710.00	1,441,461.00	1,559,171.00	
Augusta/Staunton/Waynesboro Multi FIPS		934	5866	6800	1285	11463	12748	193,459.00	1,764,978.00	1,958,437.00	
York/Poquoson Multi FIPS		223	1516	1739	330	3310	3640	50,463.00	549,942.00	600,405.00	
Central		14391	74998	89389	21165	151998	173163	3,442,971.00	27,461,066.00	30,904,037.00	
Eastern		19810	98263	118073	27377	200779	228156	4,333,853.00	35,593,820.00	39,927,673.00	
Northern		18210	87177	105387	27660	188582	216242	4,351,431.00	32,215,726.00	36,567,157.00	
Piedmont		13045	68455	81500	17312	136769	154081	2,609,451.00	22,182,737.00	24,792,188.00	
Western		9395	40370	49765	12026	79470	91496	1,598,906.00	12,461,446.00	14,060,352.00	
Statewide		74851	369263	444114	105540	757598	863138	16,336,612.00	129,914,795.00	146,251,407.00	
***** END OF REPORT *****											

— *VIEW Participant Profiles* —

Henry-Martinsville Social Services ♦ Employment Services Unit
Statistics for the Month of July 2025-----Report August 2025

ID #	Sex	Age	Number Of Children	Job Title	Place Employed	Education	Hourly Wage & Hours Worked		Months in VIEW
01	F	29	3	Customer Service	GPM Investments LLC	12 th	\$12.65	24hrs/wk.	12
02	F	35	3	PCA	Sovah Health	12 th	\$17.06	24hrs/wk.	TT
03	F	35	2	Driver	21 Logistics Inc.	12 th	\$17.50	34hrs/wk.	VTP
04	F	24	3	Food Services	Applebee's	12 th	\$12.41	25hrs/wk.	TT
05	F	30	4	Child Care	Beaver Hills Early Learning Center	12th	\$12.75	25hrs/wk.	6
06	F	34	1	Production	Jen Coat Inc.	12 th	\$16.00	38hrs/wk.	VTP
07	F	23	1	Medical	Care Advantage	12 th	\$12.91	30hrs/wk.	18
08	F	30	2	Management	A & D of Greensborough	12 th	\$17.50	38hrs/wk.	VTP
09	F	31	2	Customer Service	FasMart	12 th	\$13.15	35hrs/wk.	17
10	M	39	2	Customer Service	Stone Ridge Foundation	MS	\$30.04	32hrs/wk.	VTP
11	M	31	1	Grounds Keeping	Eastwood Mobile Home Park	GED	\$13.00	34hrs/wk.	TT
12	F	34	1	Production	Debbie Staffing	12 th	\$14.00	32hrs/wk.	TT
13	F	43	2	Housekeeping	Quality Inn	12 th	\$12.50	18hrs/wk.	TT
14	F	38	2	Customer Service	Ameristaff at DSM Management	12 th	\$20.00	30hrs/wk.	VTP
15	F	25	1	Food Services	Fraternal Order of Eagles	12 th	\$12.41	24hrs/wk.	10
16	F	39	3	Customer Service	FasMart	12th	\$14.41	40hrs/wk.	18
17	F	36	2	Food Services	Curly's Good Ol' Eatin	12 th	\$13.75	22hrs/wk.	TT
18	F	33	3	CNA	Piney Forest Rehab	12th	\$17.50	30hrs/wk.	3

Current Statistics

• *VIEW Participants Working (including Transitional services*

VIEW 24 month Clock	Demographics	Employment and Wages		
1-8 months on clock	2	Average Age -	32.7	Full Time — \$12.91 - \$30.04 At least 30 hours/week 11
9-16 months on clock	2	Average Number of Children-	2.06	
17-24 months on clock	3	Average Hourly Wage-	\$15.53	Part-time – \$12.41 - \$17.06 At least 12 hours/week 7
Transitional 12 months-	11	Female – 89%	Male – 11%	

Total VIEW and VIEW Transitional Participants – 78

Employment Services

Day Care	Oct-24	Nov-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Henry County	210	207	206	204	210	212	228	225	227
Martinsville	81	81	82	82	83	91	93	95	100
HC waitlist	78	93	103	104	90	78	57	73	58
MC waitlist	26	32	40	40	22	1	0	0	0
Total	395	413	431	430	405	382	378	393	385
VIEW	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Henry County	44	45	44	40	45	47	48	50	52
Martinsville	32	27	29	26	26	26	26	23	26
Total	76	72	73	66	71	73	74	73	78
SNAP/ET	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Henry County	11	10	9	7	7	6	11	12	11
Martinsville	3	2	2	3	3	3	3	3	3
Total	14	12	11	10	10	9	14	15	14

Benefit Programs

Medicaid	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Total	25,281	25,051	25,088	24,837	24,659	23,855	23,829	23,867	23,933
SNAP	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Total	14,265	14,447	14,183	14,132	14,070	14,018	14,071	13,894	14,047
TANF	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Total	425	411	373	366	368	371	377	357	379

HENRY MARTINSVILLE DEPARTMENT OF SOCIAL SERVICES

FRAUD REPORT

SUMMARY OF ACTION

06/01/2025-06/30/2025

INVESTIGATIONS

REFERRALS RECEIVED

13 Intra-Agency/outside source/**CIP** 10 – County 3- City

Completed (Pre-eligibility determination/post eligibility determination)

11 unsubstantiated Initiate ADH/Prosecution substantiated 9- County 2 - City

 \$ over issuance/payment amount

 \$ 13,065.00 cost savings of finalized investigations

INTENTIONAL PROGRAM VIOLATIONS

Program	Waiver Signed/ADH	Disqualification Period	Disqualification Savings
TANF	0	0	0
SNAP	0	0	0

2 Pending in Court System/ADH Process

5 Home Visits 0 Court hours 3.5 Total Fraud Investigator In-Field Hours

AGENCY RESTITUTION

	TANF	SNAP	MEDICAID	DAYCARE	ENERGY	TOTAL
Recoupment	26.20	1968.00	0.00	0.00	0.00	\$1994.20
Cash/Check/Money Order Payment	0.00	325.00	0.00	0.00	0.00	\$325.00
Debt Set Off/ Restoration Offset	0.00	676.95	0.00	0.00	0.00	\$676.95
Expunged	0.00	39.49	0.00	0.00	0.00	\$39.49

Respectfully submitted,

Katie Athey

Fraud Investigator

08/19/2025

SERVICES

REPORTS

CPS Screen Out Referral Data from January 2024 - December 2024

For the 2024 calendar year, 894 total CPS complaints were received. 346 (39%) of those complaints were accepted. 566 (63%) CPS complaints were screened out. Of those 566 (63%) complaints, 188 (21%) were automatically screened out due to not meeting VDSS policy to be validated. These include inadequate information, duplicate referrals, not in a caretaker role, out of state, or other. 378 (42%) were screened out due to not meeting the definition of Abuse or Neglect. The Intake FSS uses the VDSS Structured Decision Making Tool and applies policy to determine validity. We will provide an upcoming board training on the CPS referral screening process.

January		2024
Reason for Screen Out	# of S/O	
Does not meet the definition of Abuse or Neglect	36	
Inadequate Information	7	
Duplicate Referral	3	
Not A Caretaker-Sexual Abuser	4	
Alleged Abuser/Neglector not a Caretaker	0	
Other	1	
Out of State	0	
TOTAL:	51	
Received 72 Total Complaints		
Accepted 54%		

July		2024
Reason for Screen Out	# of S/O	
Does not meet the definition of Abuse or Neglect	20	
Inadequate Information	5	
Duplicate Referral	10	
*Not A Caretaker-Sexual Abuser	2	
Alleged Abuser/Neglector not a Caretaker	1	
Other	0	
Out of State	1	
TOTAL:	39	
*2 Referrals for Child on Child Sexual Abuse		
Received 68 Total Complaints		
Accepted 43%		

February		2024
Reason for Screen Out	# of S/O	
Does not meet the definition of Abuse or Neglect	44	
Inadequate Information	7	
Duplicate Referral	4	
Not A Caretaker-Sexual Abuser	2	
Alleged Abuser/Neglector not a Caretaker	0	
Other	0	
Out of State	1	
TOTAL:	58	
Received 110 Total Complaints		
Accepted 47%		

August		2024
Reason for Screen Out	# of S/O	
Does not meet the definition of Abuse or Neglect	17	
Inadequate Information	6	
Duplicate Referral	2	
Not A Caretaker-Sexual Abuser	1	
Alleged Abuser/Neglector not a Caretaker	1	
Other	0	
Out of State	0	
TOTAL:	27	
Received 48 Total Complaints		
Accepted 44%		

March 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	30
Inadequate Information	9
Duplicate Referral	8
*Not A Caretaker-Sexual Abuser	1
Alleged Abuser/Neglector not a Caretaker	1
Other	0
Out of State	0
TOTAL:	49

*1 Referral Child on Child Sexual Abuse

Received 83 Total Complaints

Accepted 41%

September 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	35
Inadequate Information	8
*Duplicate Referral	10
Not A Caretaker-Sexual Abuser	3
Alleged Abuser/Neglector not a Caretaker	0
Other	1
Out of State	2
TOTAL:	59

*1 Referral Child on Child Sexual Abuse

Received 81 Total Complaints

Accepted 27%

April 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	22
Inadequate Information	11
Duplicate Referral	5
Not A Caretaker-Sexual Abuser	2
Alleged Abuser/Neglector not a Caretaker	3
Other	0
Out of State	1
TOTAL:	44
Received 63 Total Complaints	
Accepted 30%	

October 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	59
Inadequate Information	4
Duplicate Referral	5
Not A Caretaker-Sexual Abuser	1
Alleged Abuser/Neglector not a Caretaker	0
Other	0
Out of State	1
TOTAL:	70
Received 96 Total Complaints	
Accepted 27%	

May 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	29
Inadequate Information	6
Duplicate Referral	4
Not A Caretaker-Sexual Abuser	0
Alleged Abuser/Neglector not a Caretaker	5
Other	0
Out of State	0
TOTAL:	44
Received 87 Total Complaints	
Accepted 49%	

June 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	15
Inadequate Information	4
Duplicate Referral	6
Not A Caretaker-Sexual Abuser	2 *
Alleged Abuser/Neglector not a Caretaker	2
Other	0
Out of State	1
TOTAL:	30

*1 referral was child on child sexual abuse

Received 49 Total Complaints
Accepted 39%

November 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	39
Inadequate Information	5
Duplicate Referral	5
Not A Caretaker-Sexual Abuser	2
Alleged Abuser/Neglector not a Caretaker	0
Other	0
Out of State	0
TOTAL:	51
Received 76 Total Complaints	
Accepted 33%	

December 2024

Reason for Screen Out	# of S/O
Does not meet the definition of Abuse or Neglect	32
Inadequate Information	4
Duplicate Referral	5
Not A Caretaker-Sexual Abuser	1
Alleged Abuser/Neglector not a Caretaker	0
Other	0
Out of State	2
TOTAL:	44
Received 61 Total Complaints	
Accepted 28%	

Foster Care Unit:

	Target	July 24	Aug. 24	Sept 24	Oct. 24	24-Nov	24-Dec	Jan. 25	25-Feb	25-Mar	April 25	May 25	June 25	July 25
Number of Children in Foster Care														
Henry County		79	80	82	79	77	79	71	73	76	73	73	62	66
Martinsville		10	10	10	10	10	10	10	10	10	12	11	11	8
Total		89	90	92	89	87	89	81	83	87	85	84	73	74
Monthly Foster Care Visits														
% required	>95% *	99.0%	71.0%	83%	99%	96%	74%	93%	95%	96%	97%	85%	99.0%	99.0%
In Residence	>50% **	63.0%	62.0%	62%	61%	61%	60%	62%	60%	83%	61%	62.0%	63.0%	
Congregate Care Placements														
Count		16	15	15	14	13	16	13	13	11	12	13	13	12
%	<16% ***	21%	20%	16%	20%	18%	19%	18%	18%	16%	17%	19%	19%	19%
Kinship/Fictive Placements														
Count		3	3	10	11	11	11	8	8	9	9	9	8	9
%	<35%	3%	3%	11%	12%	13%	13%	10%	10%	10%	11%	11%	13%	15%
Approved Foster Homes														
Henry County		16	15	16	16	17	17	16	16	16	16	16	16	16
Martinsville		2	2	2	2	2	2	2	2	2	2	2	2	2
Total		18	17	18	18	19	19	18	18	18	18	18	18	18
Foster Care Staff Vacancy Rate														
Filled Positions		7	7	7	7	6	5	4	5	5	6	5	5	5
Vacant Positions		1	1	1	1	2	3	4	3	3	2	3	3	3
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		13%	13%	13%	13%	25%	38%	50%	38%	38%	25%	38%	38%	38%

* how many children received at least one face-to-face contact client foster care contact for each whole calendar month they were in placement.

** Compliance is based on whether the contact occurred in the client's residence.

*** The congregate care placements measure provides the percentage of children in foster care residing in group settings.

Child Protective Services:

	Target	July 24	Aug. 24	Sept. 24	Oct. 24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25	July 25	
CPS Complaints (Valid & Invalid)															
Henry County		59	32	61	73	64	48	77	46	59	41	30	41	48	
Martinsville		9	16	20	23	12	13	17	12	15	16	35	18	4	
Total		68	48	81	96	76	61	94	58	74	57	65	59	52	
CPS Investigations/Family Assessment (valid)															
Henry County		23	15	16	16	21	13	20	16	20	33	14	14	19	
Martinsville		6	6	6	10	4	4	5	4	6	9	10	2	1	
Total		29	21	22	26	25	17	25	20	26	42	24	16	20	
CFSR Timelines of First Contact w/ victim	(completed contact)														
Count		31	25	21	29	31	20	31	25	16	51	21	23	33	
%		> 95%*	97%	93%	81%	97%	94%	100%	100%	96%	84%	93%	88%	100.0%	87.0%
Timeliness of First Contact w/victim	(completed and attempted contact)														
Count		31	25	23	29	31	20	31	26	18	51	21	23	34	
%		> 95%	97.0%	93%	89%	97%	94%	100%	100%	95%	93%	88%	100%	89%	
CPS Referrals Closed before due date															
Count		5	21	1	9	6	9	4	6	4	16	3	11	6	
%		>85%**	26%	66%	11%	43%	26%	26%	33%	67%	40%	50%	11%	65%	33%
CPS Staff Vacancy Rate															
Filled Positions		4	4	6	6	6	6	5	6	7	5	6	6		
Vacant Positions		4	4	3	3	3	2	2	3	2	2	3	2	3	
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	9	
Vacancy Rate		50%	50%	38%	38%	38%	25%	25%	38%	25%	22%	38%	25%	33%	

* The number of CPS referrals which had a first contact with the alleged victim made within the assigned response priority limits per the federal CFSR requirement.

** The measure demonstrates the local department's capacity to respond to, investigate or assess, and then close a CPS case by the assigned due date. Please refer to § 63.2-1505 of the Code of Virginia for more information.

*Position number omitted by error on vacancy sheet

Family Preservation Unit:

Target	July 24	Aug 24	Sept 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25	July 25
Family Preservation Cases													
Family Support Services Cases	38	33	34	32	28	24	20	22	23	20	25	29	32
In Home Service Cases	18	15	19	17	17	13	12	10	10	10	14	14	13
Total # of cases	56	48	53	50	45	37	32	32	33	30	39	43	45
In Home Case Contacts made													
Count	50	50	50	43	51	45	38	44	37	36	45	49	53
%	>90%*	86%	91%	98%	98%	85%	96%	85%	96%	93%	86%	87%	96%
Family Support Case Contacts made													
Count	89	87	82	88	75	63	53	42	72	47	54	68	81
%	>90%**	85%	87%	88%	96%	80%	83%	91%	86%	89%	78%	90%	78%
Service Plan Current													
Count	15	15	12	8	10	13	9	7	5	8	9	7	10
%	>90%***	80%	94%	92%	67%	83%	87%	81%	78%	83%	62%	75%	78%
Family Preservation Staff Vacancy Rate													
Filled Positions	6	6	6	6	6	8	8	8	6	6	6	6	6
Vacant Positions	2	2	2	2	2	0	0	0	2	2	1	1	2
Total Positions	8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate (real time)	25%	25%	25%	25%	25%	0%	0%	0%	25%	25%	10%	10%	25%

* One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

**One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

*** Cases must have an initial service plan completed within 30 days of the case type start date. For existing service plans, a service plan review must occur every 90 calendar days.

* CSA Coordinator moved to Director for supervision & 1 vacancy filled on 2-17-22

Below are the July 2025 Safe Measures data for In-Home Case Contacts and Service Plans (Extraction date of 8/17/2025).

For **In-Home Case Contacts**, the Piedmont Region was at **85.4%**. The state goal is **90%**. **12 agencies** met or exceeded the **90%** standard. **Congratulations to Amherst, Campbell, Charlottesville, Danville, Franklin County, Halifax, Henry/Martinsville, Mecklenburg, Nelson, Pittsylvania, Roanoke County, and Shenandoah Valley.**

Also, 5 agencies came **VERY CLOSE** to meeting the **90% standard** and are working hard to meet that benchmark. **Great work to Alleghany/Covington, Bedford County, Botetourt, Highland, and Roanoke City.**

Region	Contact Made	Contact Missing	Total
Central	75.6%	24.4%	100.0%
Eastern	92.6%	7.4%	100.0%
Northern	86.4%	13.6%	100.0%
Piedmont	85.4%	14.6%	100.0%
Western	91.6%	8.4%	100.0%
Total	86.8%	13.2%	100.0%

Locality	Locality Level	Contact Made	Contact Missing	Total
Albemarle	Level 3	73.8%	26.2%	100.0%
Alleghany/covington	Level 2	83.3%	16.7%	100.0%
Amherst	Level 2	100.0%	0.0%	100.0%
Appomattox	Level 1	0.0%	100.0%	100.0%
Bath	Level 1	57.1%	42.9%	100.0%
Bedford county	Level 3	87.6%	12.4%	100.0%
Botetourt	Level 1	87.5%	12.5%	100.0%
Campbell	Level 2	95.1%	4.9%	100.0%
Charlotte	Level 2	69.6%	30.4%	100.0%
Charlottesville	Level 3	98.8%	1.2%	100.0%
Danville	Level 3	100.0%	0.0%	100.0%
Franklin county	Level 2	94.2%	5.8%	100.0%
Halifax	Level 2	96.8%	3.2%	100.0%
Henry/martinsville	Level 3	98.2%	1.8%	100.0%
Highland	Level 1	87.5%	12.5%	100.0%
Lynchburg	Level 3	62.5%	37.5%	100.0%
Mecklenburg	Level 2	100.0%	0.0%	100.0%
Nelson	Level 1	100.0%	0.0%	100.0%

Pittsylvania	Level 2	94.5%	5.5%	100.0%
Roanoke city	Level 3	87.2%	12.8%	100.0%
Roanoke county/salem	Level 3	96.5%	3.5%	100.0%
Rockbridge/buena				
vista/lex	Level 2	60.5%	39.5%	100.0%
Shenandoah valley	Level 3	94.2%	5.8%	100.0%
Total		85.4%	14.6%	100.0%

For **Service Plans Status**, the Piedmont Region was at **79.7%**. The state goal is **90%**. (This is an increase from last month, so keep continuing to get those Service Plans completed.) 11 agencies met or exceeded the **90% goal**. **Congratulations Amherst, Bath, Botetourt, Campbell, Henry/Martinsville, Highland, Mecklenburg, Nelson, Pittsylvania, Roanoke County, and Shenandoah Valley. Great job!**

Locality	Locality Level	Service Plan	Service Plan Not	Total
		Current	Current	
Albemarle	Level 3	85.2%	14.8%	100.0%
Alleghany/covington	Level 2	88.2%	11.8%	100.0%
Amherst	Level 2	100.0%	0.0%	100.0%
Appomattox	Level 1	0.0%	100.0%	100.0%
Bath	Level 1	100.0%	0.0%	100.0%
Bedford county	Level 3	81.1%	18.9%	100.0%
Botetourt	Level 1	100.0%	0.0%	100.0%
Campbell	Level 2	100.0%	0.0%	100.0%
Charlotte	Level 2	44.4%	55.6%	100.0%
Charlottesville	Level 3	85.2%	14.8%	100.0%
Danville	Level 3	80.0%	20.0%	100.0%
Franklin county	Level 2	87.1%	12.9%	100.0%
Halifax	Level 2	87.5%	12.5%	100.0%
Henry/martinsville	Level 3	90.9%	9.1%	100.0%
Highland	Level 1	100.0%	0.0%	100.0%
Lynchburg	Level 3	60.0%	40.0%	100.0%
Mecklenburg	Level 2	100.0%	0.0%	100.0%
Nelson	Level 1	100.0%	0.0%	100.0%
Pittsylvania	Level 2	100.0%	0.0%	100.0%
Roanoke city	Level 3	75.6%	24.4%	100.0%
Roanoke county/salem	Level 3	93.4%	6.6%	100.0%
Rockbridge/buena				
vista/lex	Level 2	14.3%	85.7%	100.0%
Shenandoah valley	Level 3	90.6%	9.4%	100.0%
Total		79.7%	20.3%	100.0%

Adult Services Unit:

APS Complaints	Target	July-24	Aug 24	Sept. 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25	July 25
Henry County		35	30	46	30	24	29	31	28	25	42	24	40	46
Martinsville		22	14	8	20	12	15	18	14	12	18	15	22	15
Total		57	44	54	50	36	44	49	52	37	60	39	62	61
APS Valid Complaints														
Henry County		30	25	30	26	22	27	29	23	21	32	22	34	40
Martinsville		20	12	7	20	12	14	13	13	9	17	14	19	12
Total		50	37	37	46	34	41	42	36	30	49	36	53	52
Timeliness of Investigation Initiation	*>95%													
Count		50	37	37	46	34	41	42	36	30	49	36	53	52
(%)		100%												
Timeliness of Disposition	**>95%													
Count		49	36	36	46	33	29	41	36	30	30	35	52	49
(%)		97%	97%	97%	100%	97%	100%	98%	100%	100%	100%	97%	98%	98%
Ongoing APS Monthly Contact	***>95%													
Count		1	2	2	5	3	2	3	2	3	1	0	0	0
(%)		100%	100%	100%	100%	100%	67%	100%						
APS Staff Vacancy Rate														
Filled Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacant Positions		0	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacancy Rate		0%												

*Timeliness of Investigation Initiation (%) - The LDSS shall determine the validity of such report and shall initiate an investigation within 24 hrs of the time of the report is received in the LDSS.

**Timeliness of Disposition (%) - The investigation shall be completed no later than 45 days from the date the report was received.

***Ongoing APS Monthly Contact Compliance (%) - The number of cases with at least one visit occurring during that month

Purchased Services

	Jul-24	Aug. 24	Sept. 24	Oct-24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar	April 25	May 25	Jun-25	Jul-25
Adult Serv/Companion	1	1	1	1	1	1	1	1	1	1	1	1	1
VIEW Purchased	24	33	44	22	10	38	20	33	30	29	29	32	24
SNAPET Purchased	2	1	7	8	2	8	15	2	2	0	2	1	0
Adult Protective Services	1	0	1	0	2	0	0	0	2	1	0	1	2
Family Preservation	22	14	27	11	16	19	13	9	3	21	32	9	19
Total	50	49	80	75	31	66	49	45	38	52	64	44	46

July 2025

Martinsville City (690)

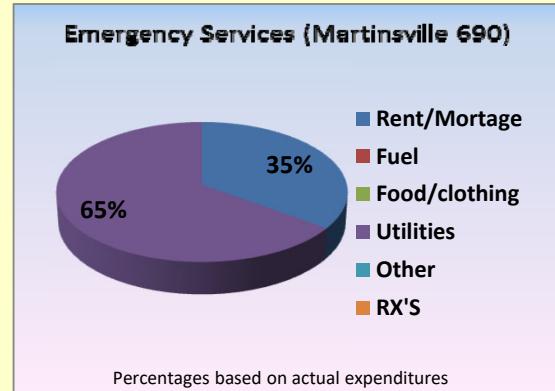
Total Clients Seen 27

Request	Amount spent	Customers Seen
Rent/Mortage	\$400.00	9
Fuel	\$0.00	0
Food/clothing	\$0.00	3
Utilities	\$741.24	15
Other	\$0.00	0
RX'S	\$0.00	0
Total	\$1,141.24	
Total pledged but not spent	\$0.00	

Action Taken

Assisted Emergency Fund	6
Waiting balance to be paid	0
Pantry /Closet	3
Denied & others	18
Total	27

Martinsville City Emergency Fund Starting Balance	\$20,916.00
Martinsville City Emergency Fund Ending Balance	\$19,774.76



July 2025

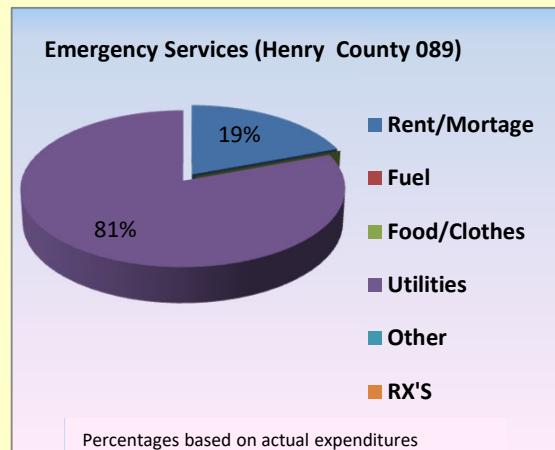
Henry County (089)

Total Clients Seen 25

Request	Amount spent	Customers Seen
Rent/Mortage	\$400.00	8
Fuel	\$0.00	0
Food/Clothes	\$0.00	1
Utilities	\$1,664.78	16
Other	\$0.00	0
RX'S	\$0.00	0
Total	\$2,064.78	
Total pledged but not spent		

Action Taken

Assisted Emergency Fund	11
Waiting to be paid	0
Pantry/Closet	1
Denied & other	13
Total	25



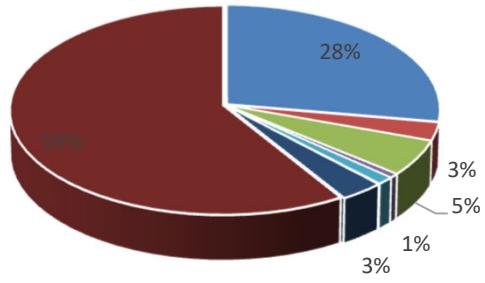
County Emergency Fund Starting Balance	\$23,771.00
County Emergency Fund Ending Balance	\$21,706.22

OTHER REPORTS

RECEPTION LOG REPORT

July 2025

Apply/Drop Off/Pick Up Information	1804
Apply/Drop Off/Pick Up for Energy	181
Pick Up EBT/Vault Card	361
Appointments with Benefits for Intake/Ongoing	43
Service Related Appointments	80
Make a Payment	5
Other (FAPT Team/Job Interview/Other Meeting)	208
Daily Incoming Phone Calls(not included in total visitors)	3840
Average Visitors in Lobby per day (22 days)	123



- Apply/Drop Off/Pick Up Information
- Apply/Drop Off/Pick Up for Energy
- Pick Up EBT/Vault Card
- Appointments with Benefits for Intake/Ongoing
- Service Related Appointments
- Make a Payment
- Other (FAPT Team/Job Interview/Other Meeting)
- Daily Incoming Phone Calls(not included in total visitors)

Total Visitors	2702	
DayofWeek	Count	Percent
Monday	594	21.98%
Tuesday	767	28.39%
Wednesday	574	21.24%
Thursday	470	17.39%
Friday	297	10.99%

Hour of Day	Count	Percent
6AM	8	0.30%
7AM	23	0.85%
8AM	295	10.92%
9AM	269	9.96%
10AM	299	11.07%
11AM	313	11.58%
Noon	298	11.03%
1PM	291	10.77%
2PM	335	12.40%
3PM	303	11.21%
4PM	226	8.36%
5PM	42	1.55%

DSS Check In

Henry Martinsville Dept. of Social Services

Wait Times Report 2025/07/01 to 2025/07/31

TOTAL VISITORS 2702

Wait Time	Count	Percent
Under 5	1824	67.56%
5 to 10	382	14.15%
10 to 15	211	7.81%
15 to 20	110	4.07%
20+	173	6.41%

AVERAGE WAIT TIME 5.55

GENERAL INFORMATION

BOARD COMMENTS

PUBLIC COMMENTS

**CLOSED
SESSION**

CLOSED SESSION

A. Personnel Matter

ADJOURNMENT