



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Springing into Full Bloom: VIEW Spending throughout the Seasons

Virginia Department of Social Services BPRO Spring 2024 Conference





During this workshop we will pluck the weeds of uncertainty and confusion surrounding all things VIEW Spending.

Join us as we grow in our knowledge of Employment and Training Annual Plans, JLARC Study Key Takeaways, Utilizing LASER Expenditure Reports and dig into spending best practices. Please note, we may have to consult with our master gardeners if you have specific spending questions. So don't be hosed if we say, "we're going to have to take that back".





VIEW Spending

- JLARC “Key Takeaways”
- Types of Supportive Services
- Employment and Training Annual Plan Best Practices
- Allocation Distribution and Mid-Year Review
- Resources and Research Best Practices
- Spending Scenarios
- Questions



Write it Down!!!

Throughout this workshop, specific spending questions may come to your mind. Please write down your questions / scenarios / suggestions for spending so we can compile a comprehensive list after the conference that will be incorporated into the Spending Guide in the future.

Oftentimes the questions that come to us must be staffed with our Program Manager and Finance, so we WILL NOT be answering specific spending questions today.

Joint Legislative Audit and Review Commission (JLARC)

- **JLARC is a state agency that works for the Virginia General Assembly**
 - Conducts research, policy analysis and program evaluation on topics and programs at the direction of the legislature
- **Published a study in 2023 (based on data from 2018-2022) evaluating the effectiveness of self sufficiency programs, and availability and affordability of childcare**
 - Prior to this review JLARC last reviewed the impact of the state's financial assistance programs on self sufficiency in 2005
- **The study included TANF (VIEW), SNAP E&T and Child Care**

JLARC
JOINT LEGISLATIVE AUDIT
AND REVIEW COMMISSION



JLARC Report Summary

- Disparity between the number of individuals who qualify for the self sufficiency (workforce programs) and those who “achieve” self sufficiency upon exit
- Caseload sizes and staffing contribute to challenges with positive outcomes
- Scarcity in activity assignment availability and opportunities for clients to participate in clearly defined career pathways leading to well paid and stable positions
- Lack of affordable child care as a major barrier to self sufficiency efforts

Why Do We Care?

- JLARC highlighted many of the struggles we're already aware of since reopening including high caseloads, staffing shortages, competing priorities, child care barriers, lack of spending VIEW funds (and the list continues)
- General Assembly passed HB992 which requires each local department of social services to create an MOU with their workforce board



Types of Supportive Services

Guidance 1000.12

5 Types of Supportive Services

- **Child Care**
- **Transportation and Related Services**
 - Mileage Reimbursement/Gas Vouchers/Gas Cards/Rideshare/Van Services
 - Vehicle Repairs
 - Vehicle Purchase / Down Payment
- **Medical / Dental Services**
- **Program Participation & Work-Related Expenses**
- **VIEW Emergency Intervention Services**

Child Care

Child care services are provided to enable the participant to gain and/or keep employment or to participate in program activities.

- a. Arrangement for and/or payment of child care as a supportive service will be provided only when the participant is unable to obtain child care on her own at no cost.
- b. Participants who are parents of school age children are expected to search for a job during the hours that the children are in school. However, if a job interview must take place outside of school hours, child care may be authorized.
- c. Participants who need child care and cannot arrange to find their own may be provided with assistance, including payment within child care guidelines as found in the Child Care Subsidy Manual. This payment may include the cost of transportation when transportation services are provided by the child care provider and the total cost of all services provided by the child care provider does not exceed the Maximum Reimbursable Rate.
- d. Participants who have been sanctioned are not entitled to child care service while in the sanction status unless it is needed to maintain employment. However, an individual who has been sanctioned may receive child care service upon request, based on the terms outlined above, if the service is necessary in order for the participant to perform a verifiable act of compliance.

While Child Care is a supportive service of VIEW, the VIEW worker will not be the one processing the Child Care application or maintaining the Child Care case (unless the VIEW worker is also the Child Care worker within the agency).

Note: During the VIEW Initial Assessment, the VIEW worker can indicate that an application for Child Care is needed. By choosing “Yes” from the drop-down menu, a referral will be sent to the Inbox and will start the process without the client having to fill out another application.



Transportation & Related Services

- **Vehicle Repairs**

- Criteria for approval of vehicle repairs.

- 1) A request for payment of a vehicle expense or repair can be approved if the following conditions are met: a) public transportation is not available; b) the agency cannot provide transportation and there are no other available resources; and c) the general condition of the vehicle justifies the cost of the repairs;
- 2) The participant must provide documentation of: a) required insurance coverage for the vehicle if the request is for repair, tires, etc.; b) a valid drivers license; and c) a registration showing the vehicle is in the participant's name. The vehicle may be co-owned if the participant's name is also on the registration. In the case of TANF-UP households, the registration may be in either one of the participant's names or both their names.

- **Vehicle Purchase / Down Payment**

- The current maximum allowed by the state towards a vehicle purchase / down payment is **\$7,500**.

- **Car Insurance**



Transportation & Related Services

- **Mileage Reimbursement / Gas Vouchers / Gas Cards / Rideshare / Van Services**
 - Mileage reimbursement is typically used when clients are consistently traveling to/from the same location (job, school, PSP/CWEP site).
 - Some agencies cap the number of miles per month. For example, \$0.50/mile for a maximum of 1,000 miles per month.
 - Mileage reimbursement helps to ensure equity in spending. A client who drives 50 miles one way to work is going to spend more money on gas than a client who is driving 10 miles one way to work.
 - Gas cards/vouchers are typically used during job search or when the miles driven vary from day to day.
 - Rideshare services (Lyft, Uber, etc.) can be used to assist clients with transportation.
 - Agencies can also develop contracts with providers to arrange transportation services for their clients.



Medical and Dental Services – 1000.12



Payment for medical/dental services not covered by the state Medical Assistance Plan (Medicaid) may be made if the services relate directly to VIEW activities or employment.

The participant must be making satisfactory progress and regularly attending the assigned component activity in order to continue receiving medical and/or dental services.

Examples of medical and dental services in which VIEW Supportive Services can be used include:

- Medical statements or other necessary medical verifications or evaluations, including those requested to determine if a client has a disability that can affect VIEW program participation
- Dentures
- Glasses
- Orthopedic shoes
- Masks (KN95 or N95)
- Employment related medical screening (TB, hepatitis, etc.)
- Mental health evaluations
- Other items required prior to entry into jobs, work-sites, or other components

Reminder: The need for medical and/or dental services must be documented on the Activity and Service Plan and in the Case Narrative.

Additionally, there will be instances where the agency will be asked to submit an addendum to their Annual Plan in order to provide these services. The agency is required to note any limitations on how much the agency will pay for these services in their annual plan.

Program Participation and Work-Related Expenses – 1000.12

This service provides assistance to the participant with employment-related expenses or expenses incurred through participation in an approved VIEW component(s).

Each local agency is encouraged to develop additional guidance and procedures for approving expenses and to include them as part of their Annual Plan.

CRITERIA FOR ASSESSING NEED:

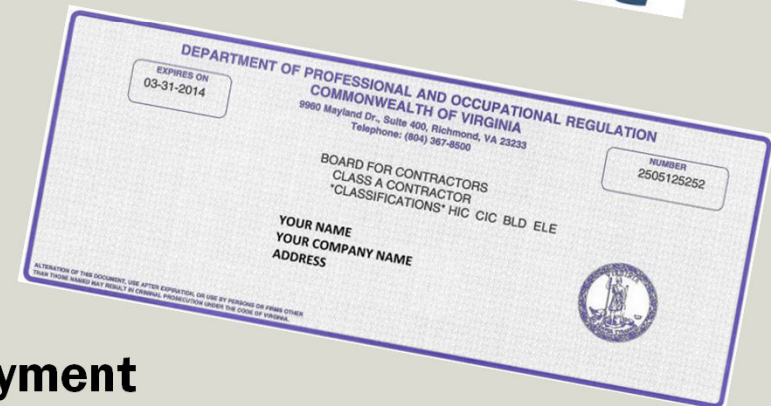
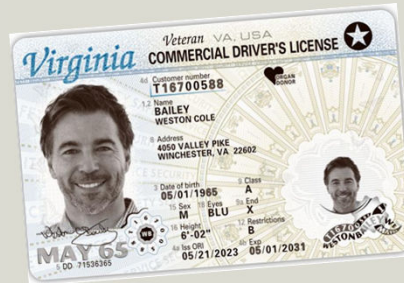
The ESW will use the following criteria when assessing the need for participation or employment-related expenses for the VIEW participant:

- 1. The expense is necessary to enable the individual to participate in approved activities or employment;**
- 2. The need for expenses is clearly linked to the needs identified on the APR, Activity and Service Plan, or, in the case of assessment, in the case record; and**
- 3. The participant must be making satisfactory progress in the component/activity.**

Program Participation and Work-Related Expenses – 1000.12

Reimbursable participation and work-related expenses include, but are not limited to:

- Fees for birth certificates;
- License fees;
- Registration/graduation fees;
- Photo ID expenses;
- Uniforms or other clothing or shoes;
- Safety equipment and tools;
- Car repairs and insurance;
- Purchase of an initial set of tools or equipment;
- Uniforms;
- Safety equipment;
- Professional fees and licensing required for employment



VIEW Emergency Intervention Services – 1000.12

This VIEW Supportive service provides assistance during crisis situations which may affect the individual's participation in an activity or employment.



EMERGENCY ALARM

Examples of Emergency Intervention expenses include, but are not limited to:

- **Food Provisions**
- **Cell phone bills**
- **Rental payments**
- **Utility payments/arrears**
- **Other items necessary for the client to gain and/or keep employment or participate in other VIEW activities.**

Please refer to the [VIEW Spending Funds Guide](#) for detailed instructions/restrictions.

Please note that automobile expenses are not covered under this section. VIEW emergency intervention services are intended to assist the participant in gaining and/or retaining employment. They are not intended as a method of funding assistance for any emergency that may arise. The local agency should include guidance regarding the use and limitations of VIEW Emergency Intervention Services in its Annual Plan.

Employment & Training Annual Plan Best Practices

Agencies must submit an Annual Employment and Training Plan for VIEW and SNAP E&T (if applicable). The plan contains several sections that address BL872, including a projection of anticipated spending in each category and more detailed explanations with spending limits of the Supportive Services that are offered by the locality. Agencies should be using their plan to describe the specific types of supportive services that will be offered to clients.

ANNUAL EMPLOYMENT AND TRAINING PLAN

for
Supplemental Nutrition Assistance Program Employment & Training
(SNAP E&T)
and
Virginia Initiative for Education and Work (VIEW)

ANNUAL PERIOD COVERING: OCTOBER 1ST – SEPTEMBER 30TH



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



VIRGINIA DEPARTMENT OF SOCIAL SERVICES
DIVISION OF BENEFIT PROGRAMS

VERSION 4.0



E & T Annual Plan Best Practices

P. Social and Supportive Services (VIEW and SNAP E&T)

1. What specific supportive services are available to participants in your locality to fully maximize your program budget?

In this answer, agencies should be as detailed as possible to describe the different types of supportive services they will offer. In this section, it may be best to break down each category and list specifically what the agency will include in that category. For example, for Program Participation & Work-Related Expenses, the agency should list the specific types of items they intend to purchase, such as uniforms, hot spots, books for school, laptops, professional fees, etc.

***Auditors will refer to the E&T Annual Plan when reviewing agency expenditures, so the plan should include specific examples.**

E & T Annual Plan Best Practices

P. Social and Supportive Services (VIEW and SNAP E&T)

3. Describe spending limits and what steps will be taken to assure equity for each participant.

For this answer, there are a few different approaches.

- **Specific Spending Limits per Supportive Services Category**
- **Specific Spending Limits per Client, regardless of category**
- **No Spending Limits, Evaluate Requests on Case-By-Case Basis**

Specific Spending Limits per Supportive Services Category

- This allows equitable spending in that it gives clients access to the same maximum payment amount in each category of supportive services.
- Agencies using this method may develop tracking sheets to ensure they are monitoring spending for each client in each category.



Example of Limits per Category

Transportation:

Gas Cards – up to \$200 per month while assigned to Job Search

Mileage - \$0.50/mile up to max of 1000 miles/month while assigned to Education & Training, PSP, Employment

Purchase – up to \$5,000 for assistance with down payment / purchase of a vehicle

Repairs – up to \$2,000 for repairs

Medical / Dental / Vision: up to \$200/year

Program/Work Related Expenses: up to \$2,000/year

Emergency Intervention: up to \$2,000/year to help with emergency services

Specific Spending Limits per Client, Regardless of Category

- This allows equitable spending in that it gives clients access to the same maximum amount of supportive services money, regardless of category.
- Agencies using this method may need to develop a tracking mechanism to ensure the client is not overspending throughout the fiscal year.
- Using this method, agencies may need to consider how much they are spending in a particular category to ensure equity if another client asks for a similar expense to be covered by supportive services.
- This method may involve more in-depth evaluation of requests for supportive services to make sure the amount is reasonable.

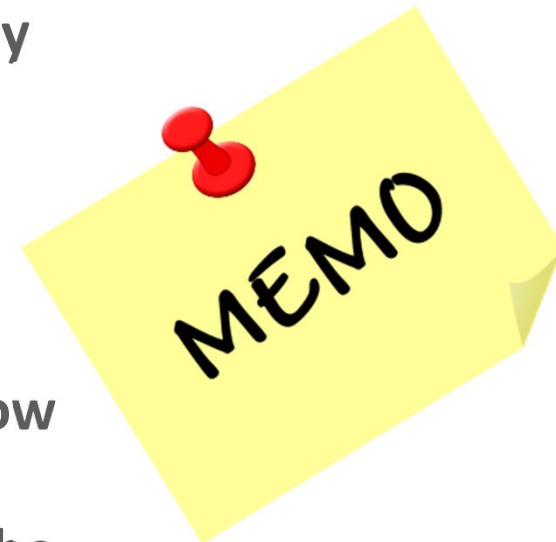
No Spending Limits, Evaluate Requests on Case By Case Basis

- This method may make it difficult to ensure equity in spending.
- This method is typically used in agencies that have a small allocation for VIEW Spending in Budget Line 872.
- This spending method will involve more in-depth evaluations when requests for supportive services are made.
- Without defined spending limits, workers and clients alike may not have a clear understanding of what can be covered under supportive services, which may result in missed opportunities for VIEW BL872 to provide financial assistance.

BL 872 Allocation Distribution & Mid-Year Review

BL 872 Allocations

- Each year, Finance sends out a memo to all Local Agency Directors / Superintendents, Local Agency Office Managers, Executive Team, and Division Directors to announce the budget decisions for the upcoming Fiscal Year.
- For the purposes of VIEW, this memo explains the allocation process, the mid-year review process, and how Budget Line transfer requests should be handled.
- Regional TANF / VIEW Practice Consultants also share the agency's budget with the VIEW Supervisors upon notification that the memo has been sent out.
- Allocations are made using the VIEW Funding Formula.



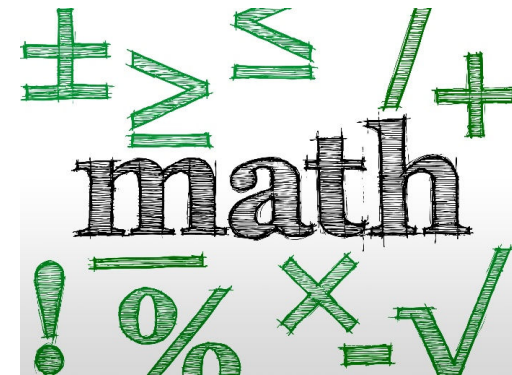
VIEW Funding Formula

A. For all agencies, 75% of the allocation is based on caseload and 25% is based on performance.

B. Local agency VIEW caseloads will be determined by using the actual number of unduplicated cases served under the VIEW program for the most recent year, thereby giving each locality credit for each unique person served under VIEW. If a person is served in multiple localities, each locality providing services will receive credit.

C. Performance will be determined by measuring the number of cases who received a VTP payment in the prior year. The performance numbers are determined for the most recent calendar year.

D. The figures will be adjusted so that changes in VIEW allocations do not fluctuate from the previous year's allocation (minus transfers to BL 855) by more than 10%.



BL 872 Allocations

- Historically, agencies were given their entire allocation at the beginning of the fiscal year, and it was their responsibility to budget their funds responsibly.
- At mid-year review, agencies were able to turn in unspent funds or request additional funding if necessary.
- Requests for additional funding could only be honored if underspending agencies returned money at mid-year review to be reallocated to other agencies.
- Frequently, underspending agencies are not returning unspent money at mid-year, which prevents requests for additional funding by other agencies from being approved.
- The allocation process was reviewed, and changes will be implemented for SFY 2025.

Changes for SFY 2025

- Agencies allocated **LESS** than \$15,000 in Budget Line 872 will be given the **ENTIRE** allocation at the beginning of the fiscal year.



- Agencies allocated **MORE** than \$15,000 in Budget Line 872 will be given a **PORTION** of the allocation at the beginning of the fiscal year.
 - The initial allocations will be for one-half of the annual amount.
 - By November 1, a second allocation will be made for the second half of the fiscal year. The second allocation will be equal to the initial allocation if the local department has spent at least 75% of the projected spending.
 - If the spending is not at that level, then the second allocation will be equal to the amount spent from the initial allocation.

Mid-Year Review – What HASN'T Changed

- Mid-Year Review (specifically for VIEW funding) is when agencies should be looking at their BL872 and determining how much they anticipate spending for the remainder of the fiscal year.
- If the agency does not anticipate spending a portion of their remaining allocation, they can turn the money back in so it can be reallocated to other agencies who request additional funds.
- When requesting additional funds, agencies must include a justification as to why the additional funds are needed, what the cost is, and how the figures were derived.
 - Example of a Well Written Request: “We are requesting \$X. Last year, we served an average of 25 participants per month. However, a large local employer, XYZ Corporation, closed at the end of July. Our caseload has increased to 50 participants per month. Additional funding is needed to provide supportive services to our VIEW clients. We are spending an average of \$X per client and will need an additional \$X to continue to provide services at the current level.”
 - Examples of a Poorly Written Request: “For Services”, “Transfer to 855”, “Transfer for salary of VIEW worker”, “For Transportation”

Mid-Year Review – What’s NEW?

- **Agencies who receive their ENTIRE allocation up front can request additional funds or return funds at mid-year.**
- **Agencies who receive HALF of the allocation up front can request the other half of their allocation prior to mid-year if necessary. They can also request additional funding at mid-year if necessary.**
 - **Example:** An agency’s full year allocation is \$200,000. They receive an initial allocation of \$100,000. They spend \$80,000 for the 1st half of the year. The agency then receives the remaining \$100,000 of their allocation for the 2nd half of the year.
- **If an agency who receives HALF of the allocation up front significantly underspends in the first half of the fiscal year, they forfeit second half of the allocation.**
 - **Example:** An agency’s full year allocation is \$200,000. They receive an initial allocation of \$100,000. They spend \$5,000 for the 1st half of the year. The agency will not receive additional funds for the 2nd half of the year. The \$100,000 that is not allocated to them for the 2nd half of the year is now available for other agencies or for statewide incentives.

Resources and Research Best Practices



What is LASER?

LASER is an acronym for Locality Automated System Expenditure Reimbursement (LASER) and it tracks each local agency's monthly spending in various categories. LASER generates and reimburses funds to local agencies for incurred expenditures. It also provides funding source and balance reporting information for each local agency.

Today we will show you how to locate the LASER report on FUSION, how to filter the columns to find your VIEW Purchased Services (Budget Line 872) expenditures and the remaining BL 872 balance for the fiscal year.

Where is LASER?

- 1) From any FUSION page, type: LASER budget and expenditure reports into the search bar at the top right-hand corner of the page, (not case-sensitive).
- 2) This will take you to the Search Results page. “LASER Budget & Expenditure Reports” should be the first result. Click on the hyperlink and you will be taken directly to the LASER BUDGET & EXPENDITURE REPORTS page.



How to navigate LASER

The LASER Budget & Expenditure Report page has the year end reports for each state fiscal year dating back to 2015.

It also has the reports from each month from the two previous fiscal years (FY2022, FY2023) and the current fiscal year (FY2024).

Click on the hyperlink for the report you wish to view.

LASER BUDGET & EXPENDITURE REPORTS

2024 FY

- [2023_06_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_07_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_08_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_09_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_10_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_11_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_12_Locality_Agency_Budget_Balance_Rpt_YTD](#)



- [2024_01_Locality_Agency_Budget_Balance_Rpt_YTD](#)

2022 FY

- [2021_06_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_07_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_08_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_09_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_10_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_11_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2021_12_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_01_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_02_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_03_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_04_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_05_Locality_Agency_Budget_Balance_Rpt_YTD](#)

2023 FY

- [2022_06_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_07_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_08_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_09_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_10_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_11_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2022_12_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_01_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_02_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_03_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_04_Locality_Agency_Budget_Balance_Rpt_YTD](#)
- [2023_05_Locality_Agency_Budget_Balance_Rpt_YTD](#)

LASER Year End-Locality Agency Budget Balance Reports

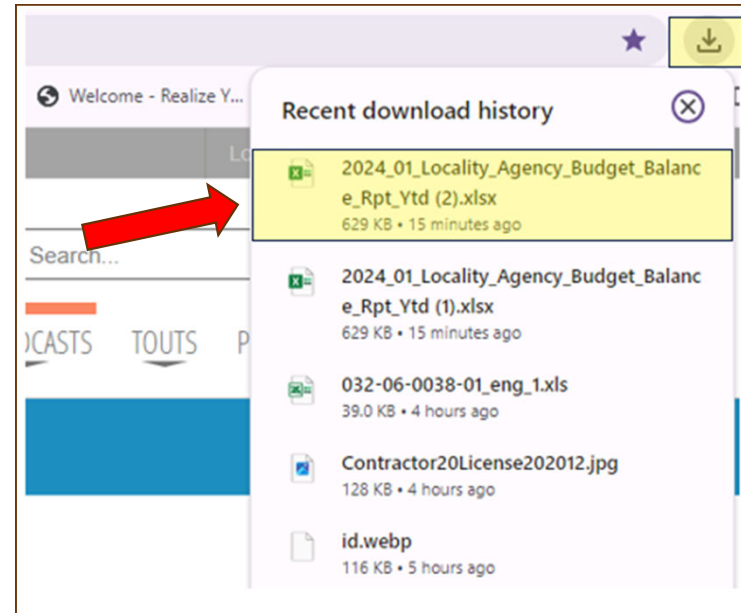
- [2015-05](#)
- [2016-05](#)
- [2017-05](#)
- [2018-05](#)
- [2019-05](#)
- [2020-05](#)
- [2021-05](#)

How to navigate LASER

When you click on the report hyperlink, the report will automatically download onto your computer.

The easiest way to access your report is to click on the Download arrow  located next to the search bar of your web browser.

Clicking the Download arrow will reveal a drop down of your recent downloads. Click on the report title you wish to view. This will open the report in an Excel spreadsheet.



How to Navigate LASER

The unfiltered report has all of the budget line expenditures for all of the local agencies in Virginia.

LASER


Local Agency Budget Balance Report YTD

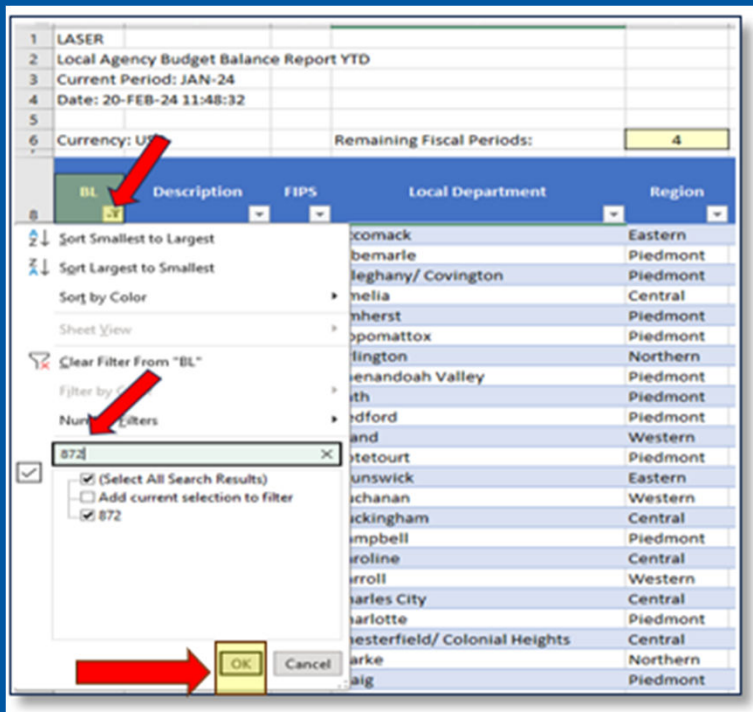
Current Period: JAN-24


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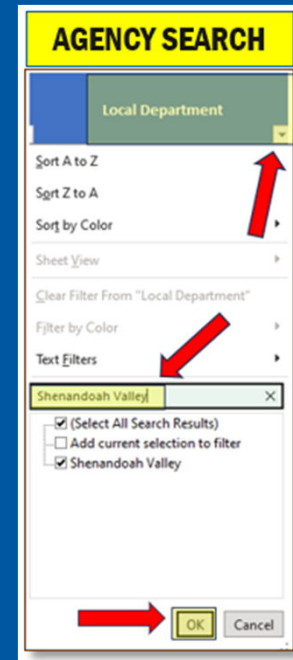
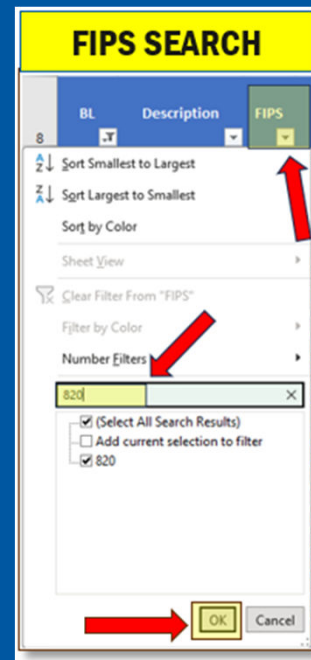
Currency: USD Remaining Fiscal Periods: 4

BL	Description	FIPS	Local Department	Region	YTD Budget	Federal Match Expended	State Match Expended	Local Match Expended	Special Funds Match Expended	Non Reimb (Loac Only) Expended	Total Expended	% Revised Budget Expended	Total Match Balance	Local M
872	VIEW - Purchas	001	Accomack	Eastern	\$ 25,887.00	\$ 1,500.96	\$ 3,572.27	\$ 930.59	\$ -	\$ (0.02)	\$ 6,003.80	23.2%	\$ 19,883.18	15
872	VIEW - Purchas	003	Albemarle	Piedmont	\$ 153,369.00	\$ 10,532.15	\$ 25,066.48	\$ 6,529.91	\$ -	\$ -	\$ 42,128.54	27.5%	\$ 111,240.46	15
872	VIEW - Purchas	005	Alleghany/ Covington	Piedmont	\$ 45,103.00	\$ 2,508.81	\$ 5,970.96	\$ 1,555.46	\$ -	\$ -	\$ 10,035.23	22.3%	\$ 35,067.77	15
872	VIEW - Purchas	007	Amelia	Central	\$ 21,958.00	\$ 3,396.76	\$ 8,084.28	\$ 2,106.00	\$ -	\$ (0.02)	\$ 13,587.02	61.9%	\$ 8,370.96	15
872	VIEW - Purchas	009	Amherst	Piedmont	\$ 21,413.00	\$ 3,223.46	\$ 7,671.84	\$ 1,998.56	\$ -	\$ (0.02)	\$ 12,893.84	60.2%	\$ 8,519.14	15
872	VIEW - Purchas	011	Appomattox	Piedmont	\$ 51,358.00	\$ 3,267.71	\$ 7,777.15	\$ 2,025.99	\$ -	\$ (0.03)	\$ 13,070.82	25.5%	\$ 38,287.15	15
872	VIEW - Purchas	013	Arlington	Northern	\$ 118,000.00	\$ 9,978.69	\$ 23,749.24	\$ 6,186.80	\$ -	\$ (0.06)	\$ 39,914.67	33.8%	\$ 78,085.27	15
872	VIEW - Purchas	015	Shenandoah Valley	Piedmont	\$ 110,000.00	\$ 9,799.85	\$ 23,323.57	\$ 6,075.89	\$ -	\$ (0.05)	\$ 39,199.26	35.6%	\$ 70,800.69	15
872	VIEW - Purchas	017	Bath	Piedmont	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,000.00	n
872	VIEW - Purchas	019	Bedford	Piedmont	\$ 47,172.00	\$ 1,899.72	\$ 4,521.34	\$ 1,177.82	\$ -	\$ -	\$ 7,598.88	16.1%	\$ 39,573.12	15
872	VIEW - Purchas	021	Bland	Western	\$ 9,690.00	\$ 223.50	\$ 531.89	\$ 138.56	\$ -	\$ (0.01)	\$ 893.94	9.2%	\$ 8,796.05	15
872	VIEW - Purchas	023	Botetourt	Piedmont	\$ 14,051.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 14,051.00	n
872	VIEW - Purchas	025	Brunswick	Eastern	\$ 48,687.00	\$ 6,700.35	\$ 15,946.80	\$ 4,154.22	\$ -	\$ (0.01)	\$ 26,801.36	55.1%	\$ 21,885.63	15
872	VIEW - Purchas	027	Buchanan	Western	\$ 46,316.00	\$ 8,296.20	\$ 19,744.97	\$ 5,143.66	\$ -	\$ (0.04)	\$ 33,184.79	71.7%	\$ 13,131.17	15
872	VIEW - Purchas	029	Buckingham	Central	\$ 19,257.00	\$ 114.29	\$ 272.06	\$ 70.86	\$ -	\$ -	\$ 457.21	2.4%	\$ 18,799.79	15
872	VIEW - Purchas	031	Campbell	Piedmont	\$ 153,372.00	\$ 6,380.56	\$ 15,185.66	\$ 3,955.92	\$ -	\$ (0.01)	\$ 25,522.13	16.6%	\$ 127,849.86	15
872	VIEW - Purchas	033	Caroline	Central	\$ 63,223.00	\$ 5,112.85	\$ 12,168.54	\$ 3,169.97	\$ -	\$ (0.03)	\$ 20,451.33	32.4%	\$ 42,771.64	15
872	VIEW - Purchas	035	Carroll	Western	\$ 85,280.00	\$ 11,256.16	\$ 26,789.63	\$ 6,978.86	\$ -	\$ (0.14)	\$ 45,024.51	52.8%	\$ 40,255.35	15
872	VIEW - Purchas	036	Charles City	Central	\$ 7,326.00	\$ 507.50	\$ 1,207.85	\$ 314.65	\$ -	\$ -	\$ 2,030.00	27.7%	\$ 5,296.00	15
872	VIEW - Purchas	037	Charlotte	Piedmont	\$ 51,068.00	\$ 4,385.27	\$ 10,436.90	\$ 2,718.85	\$ -	\$ 0.01	\$ 17,541.03	34.4%	\$ 33,526.98	15
872	VIEW - Purchas	041	Chesterfield/ Colonial Heights	Central	\$ 577,785.00	\$ 108,896.72	\$ 259,174.05	\$ 67,515.98	\$ -	\$ (0.13)	\$ 435,586.62	75.4%	\$ 142,198.25	15
872	VIEW - Purchas	043	Clarke	Northern	\$ 5,390.00	\$ 482.83	\$ 1,149.13	\$ 299.36	\$ -	\$ (0.01)	\$ 1,931.31	35.8%	\$ 3,458.68	15
872	VIEW - Purchas	045	Craig	Piedmont	\$ 5,341.00	\$ 331.25	\$ 788.42	\$ 205.42	\$ -	\$ (0.09)	\$ 1,325.00	24.8%	\$ 4,015.91	15
872	VIEW - Purchas	047	Culpeper	Northern	\$ 96,424.00	\$ 15,916.48	\$ 37,881.20	\$ 9,868.24	\$ -	\$ (0.09)	\$ 63,665.83	66.0%	\$ 32,758.08	15
872	VIEW - Purchas	049	Cumberland	Central	\$ 42,423.00	\$ 6,044.37	\$ 14,385.53	\$ 3,747.49	\$ -	\$ (0.05)	\$ 24,177.34	57.0%	\$ 18,245.61	15
872	VIEW - Purchas	051	Dickenson	Western	\$ 20,507.00	\$ 1,435.27	\$ 3,415.93	\$ 889.87	\$ -	\$ -	\$ 5,741.07	28.0%	\$ 14,765.93	15
872	VIEW - Purchas	053	Dinwiddie	Eastern	\$ 24,146.00	\$ 1,238.33	\$ 2,947.24	\$ 767.79	\$ -	\$ (0.06)	\$ 4,953.30	20.5%	\$ 19,192.64	15
872	VIEW - Purchas	057	Essex	Central	\$ 32,289.00	\$ 272.18	\$ 647.80	\$ 168.75	\$ -	\$ (0.01)	\$ 1,088.72	3.4%	\$ 31,200.27	15

In order to filter the report down to the 872 budget line, you will click the Data Sort button  at the top of the BL column and type 872 into the dropdown search bar and hit the OK button.



In order to filter the report down to your agency, you will click the Data Sort button  at the top of the FIPS or Local Department columns type your FIPS or agency name into the dropdown search bar and hit the OK button.



Reading your LASER Report

The key below describes the columns of LASER report after you have filtered it down to the VIEW Purchase budget line (BL 872):

- (1) Budget line descriptor
- (2) FIPS/Agency Information
- (3) 872 budget allocation for the entire fiscal year
- (4) YTD Federal, State, and Local match expenditures
- (5) Current YTD 872 for the local agency
- (6) Current YTD percentage of the 872 budget spent
- (7) Additional match information

LASER
Local Agency Budget Balance Report YTD
Current Period: JAN-24
Date: 20-FEB-24 11:48:32
Currency: USD Remaining Fiscal Periods: 4

BL	Description	FIPS	Local Department	Region	YTD Budget	Federal Match Expended	State Match Expended	Local Match Expended	Special Funds Match Expended	Non Reimb (Local Only) Expended	Total Expended	% Revised Budget Expended	Total Match Balance	Local Match Rate	Estimated Local Match Funds Balance
872	VIEW - Purchas	820	Shenandoah Valley	Piedmont	\$ 99,488.00	\$ 18,724.67	\$ 44,564.69	\$ 11,609.29	\$ -	\$ (0.01)	\$ 74,898.64	75.3%	\$ 24,589.35	15.5%	\$ 3,811.35
					\$ 99,488.00	\$ 18,724.67	\$ 44,564.69	\$ 11,609.29	\$ -	\$ (0.01)	\$ 74,898.64		\$ 24,589.35		\$ 3,811.35

Diagram annotations: (1) points to BL 872; (2) brackets FIPS, Local Department, and Region; (3) points to YTD Budget; (4) brackets Federal Match Expended, State Match Expended, and Local Match Expended; (5) points to Total Expended; (6) points to % Revised Budget Expended; (7) brackets Total Match Balance and Local Match Rate.

“Can We Pay for This?”- Research Best Practices

Before reaching out to your
Regional Practice Consultant

- Review the VIEW/SNAP E&T Spending Funds Guide
- Reference the Finance Guidelines Manual for BL872 (if applicable)
- Reference the Finance Guidelines Manual for BL855 (if applicable)



VIEW/SNAP E&T Spending Funds Guide

- The Spending Funds Guide is a working document and was created to provide an approach for the local DSS agencies to use in determining how they might use TANF/VIEW and SNAP E&T funds (most recent update 7/21/23)
- The Spending Funds Guide supports the goal of the VIEW and SNAP E&T programs - to provide proven service approaches and strategies that help current and former program clients (including those with multiple barriers to becoming employed) prepare to enter, succeed, and advance in the workplace
- The guide is broken down into various supportive service categories with examples of allowable/ not allowable expenses which are in many instances based on locality inquiries

SPENDING FUNDS GUIDE

For the Virginia Initiative for Education and Work (VIEW) and Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T) Programs

A Resource for the Employment Services Programs within the Local Departments of Social Services

Mark Golden, Program Manager
Economic Assistance and Employment Unit & Workforce Services



Please direct questions about the Employment and Training Plan to the respective consultants.

For VIEW, the TANF/VIEW Regional Practice Consultants are:

Central Region
Christie Bruce
c.bruce@dss.virginia.gov

Eastern Region
Melissa Cooke
melissa.cooke@dss.virginia.gov

Northern Region
Kathleen Muska
k.muska@dss.virginia.gov

Piedmont Region
Keith Kaulhane
k.kaulhane@dss.virginia.gov

Western Region
Vacant

For SNAP E&T, the statewide contact information is:

Workforce Services
workforceservices@dss.virginia.gov

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The Spending Funds Guide is a working document and was created to provide an approach for the local DSS agencies to use in determining how they might use TANF/VIEW and SNAP E&T funds. This guidance is not a substitute for current guidance, but should be used in conjunction with the following:

- [Temporary Assistance for Needy Families \(TANF\) Guidance Manual](#)
- [SNAP MANUAL - PART XXV \(SNAP EMPLOYMENT & TRAINING \(SNAP E&T\)\)](#)
- [Virginia Department of Social Services Finance Guidelines Manual for Local Departments of Social Services Section](#)

The Spending Funds Guide supports the goal of the VIEW and SNAP E&T programs - to provide proven service approaches and strategies that help current and former program clients (including those with multiple barriers to becoming employed) prepare to enter, succeed, and advance in the workplace.

To review the agency budgets, the Local Agency Budget Balance Report YTD for Budget Line 872 (VIEW Purchased Services) and Budget line 844 (SNAP Employment & Training) may be accessed [here](#).

- Throughout the guide, the basis for each response will be:
- The activity must be documented in the Standard Operating Procedures and the approved Employment and Training Plan [PDF](#) | [Word](#).
 - Must be related to creating or sustaining an employment, training, or education opportunity and,
 - Spending limits are not to be breached. In the approved Annual Employment and Training Plan, each agency has their own budget and will make an appropriate, necessary, and prudent financial decision based on their budget.

Revised 7/21/2023
CHANGES/UPDATES HIGHLIGHTED IN YELLOW

1 of 24 (rev. 7/21/2023)

Finance Guidelines Manual for BL872 (VIEW Purchased Services)

May 2022

Provides reimbursable and non-reimbursable examples



Virginia Department of Social Services
Finance Guidelines Manual for Local Departments of Social Services
Section – 4.25 LASER BL/CC Descriptions

87201 VIEW COMPONENT AND COMPONENT-RELATED ACTIVITIES

Cost Code Description: This cost code is used to report purchased VIEW component and component-related activities for VIEW clients with open TANF cases. Purchased component and component-related activities are made available through contract or approved vendor agreement.

- 87201- VIEW Component and component related expenses
- 87202- VIEW Supportive Services
- 87204- VIEW Transitional Transportation
- 87207- VIEW Transportation
- 87210- VIEW Transitional Employment and Training Component Activities
- 87211- VIEW Transitional Supportive Services
- 87212- VIEW Other Activities and Materials

Reimbursable Examples	Non-Reimbursable Examples
<ul style="list-style-type: none"> • Components: <ul style="list-style-type: none"> ○ Employment ○ Job search ○ Job readiness ○ Education - ESL, GED, ABE, H.S., post-secondary ○ Full Employment Program (FEP) ○ Job skills training ○ On-the-job training (OJT), excluding wages ○ Work experience ○ Public Service Program (PSP) ○ Vocational education and training ○ Other locally developed • Component-related <ul style="list-style-type: none"> ○ Job development ○ Job placement ○ Job retention 	<ul style="list-style-type: none"> • Payments that are in excess of budget allocations • Payments made without an approved contract or to an unapproved vendor • Payments made for supportive or transitional services • Payments made to support wages for any paid employment including OJT.


 [Finance Guide BL872](#)

Finance Guidelines Manual for BL855- (Staff and Operations Based Budget)

- Provides for the cost of staff and operations for the public assistance and social services programs within the local departments of social services
- Reimbursable and Non-Reimbursable examples provided

 **Finance Guide BL 855**

March 2022



Virginia Department of Social Services
 Finance Guidelines Manual for Local Departments of Social Services
 Section – 4.25 LASER BL/CC Descriptions

855 STAFF & OPERATIONS BASE BUDGET

Program Description: Provides for the cost of staff and operations for the public assistance and social services programs within the local departments of social services. These programs serve low income citizens of the Commonwealth who meet the federal and state eligibility requirements. These programs also promote and support the development of strong families and protect the Commonwealth's children and adults from abuse and neglect. The reporting of staff and operations costs includes all staffing and operational/overhead expenses of the local departments of social services.

Staff and Operations Base Budget costs are incurred for a common purpose benefiting more than one cost objective and are not readily assignable to benefiting cost objectives without effort disproportionate to the results achieved. Statewide RMS program percentages are used to determine the amounts to allocate to each program included in Staff and Operations Base Budget.

Reimbursable Examples	Non-Reimbursable Examples
<ul style="list-style-type: none"> • Salaries, wages, and fringe benefits • Fees for professional services • *Legal services incurred by the LDSS or the local board in the administration of federal and state programs • Local government internal service funds, not included in the local Central Services Cost Allocation Plan, such as motor pool, print shop, central purchasing, and risk management • Contingency provisions, not included in the local Central Services Cost Allocation Plan, for self-insurance reserves, pension plan reserves, and health and benefits reserves • Utilities • Postal fees and services • Telecommunications • Insurance • Leases and rent • **Staff development and training 	<ul style="list-style-type: none"> • Salaries, wages, and proportionate share of fringe benefits above the maximum state reimbursable compensation for employees that <u>have not been listed</u> in the locality's approved annual compensation plan • Payment to local board members as compensation for serving on the board • Alcoholic beverages • Bad debts • Contingency provisions other than those listed as reimbursable • Donations and contributions • Value of donated services • Entertainment costs • Fines and penalties • Interest, including interest penalties • Costs associated with fund raising • Costs of idle facilities and idle portion of partially used facilities • Lobbying costs including the portion of VLSSSE dues used to hire a lobbyist • Costs incurred by local board

VIEW Spending Scenarios

Interactive “Is it allowable?”

Interlock Breathalyzer

The locality has a lady who has a felony conviction related to driving while intoxicated. She is currently employed. She has complied with all requirements such as fines etc. for which VIEW is unable to assist. However, she must have an interlock breathalyzer installed on her vehicle. The agency is working with Occupational Enterprises, Inc. (OEI) to help the client purchase a vehicle through Vehicles for Change. However, the client must obtain a restricted driver's license and have the interlock breathalyzer installed on the vehicle which she purchases.

OEI is trying to assist the client in obtaining the restricted driver's license and driving transcripts required to purchase a vehicle and will need to file a petition with the court. They are searching for other agencies that may be able to assist with these costs. However, if other agencies are unable to assist with this cost, the local DSS agency is requesting approval to pay the cost for OEI to file a petition with the court so that the client may obtain a restricted driver's license. They are also requesting approval to assist with installation of the interlock breathalyzer and are researching the costs and fees associated with the process.

Interlock Breathalyzer Q&A

Are these allowable expenditures from VIEW supportive services?

The cost of filing a petition to the court for a restricted driver's license.

- Answer – Yes, if the fee does not include a fine and it's guaranteed that the client will have her license reinstated. If the court waves the fee, then the funds must be returned to the agency.

Installation of the interlock breathalyzer.

- Answer - Installation of the interlock breathalyzer. Based on the [Code of Virginia "§ 18.2-270.1. \(Ignition interlock systems; penalty\)](#), **if the court determines** that the ignition interlock system is required, then the court may order the installation of an ignition interlock system to commence immediately upon conviction. If the ignition interlock system is required by the court, then VIEW funds may then be used to pay for the installation if all aspects above are adhered to in the overall statement. If the installation is not a court ordered, then the agency should look at other ways to provide supportive services.

Stroller

A VIEW client is working at a daycare center where she also takes her child during work hours. She has requested a stroller as she walks to a bus stop and then takes the bus to her job.

Is this an allowable expenditure from VIEW supportive services?

Answer - The purchase of a stroller is not an acceptable expense to fund through the VIEW budget line (BL). The agency should inquire with Family Services about whether their BL can be used to purchase the stroller. The worker may also refer the client to a website that details ideas on how individuals may get a stroller for no or low cost: [Free Baby Stroller For Low Income Families in 2023 \(freecarsgrants.com\)](https://www.freecarsgrants.com)



Sales Tax

I am writing to seek clarification regarding the reimbursement for a client, who has been approved for \$912.00 under BL 87201 for school supplies and textbooks. The client was originally approved for \$912.00 but submitted receipts totaling \$607.98 (this total is with taxes). Due to the necessity of various items, we allowed the client to make the purchase for reimbursement. The submitted receipts include taxes (total amount in taxes \$30.60), because the client is not tax-exempt.

We want to ensure that the client is appropriately reimbursed for the proper amount. I looked through the VIEW Spending Guide and did not see any reference to taxes other than vehicles and cell phones. This is not an expense that can be paid from BL855, but it's unclear if state taxes can be paid out of BL872.

Is this an allowable expenditure from VIEW supportive services?

Answer - the taxes for purchases covered under supportive services can be paid by BL872. So, when the clients are given approval to spend up to a certain amount, the agency can reimburse whatever is showing on the receipt, including the taxes.

End of Fiscal Year Spending

Our agency has started the renovation process for our VIEW classroom. We had a meeting with the construction crew today and we are finalizing all the details. However, the crew indicated that currently there are major supply chain issues and delivery delays. Even though we are placing orders now for construction supplies, equipment, and furniture, they cannot guarantee that items will be received by May 31, 2024 which is when we need to have funds spent for this fiscal year. Is there any grace period for spending funds in this type of situation or can you provide me with guidance on how we are able to handle funds that have been encumbered in one fiscal year but not spent until the next?

Is this an allowable expenditure from VIEW supportive services?

Answer - A "received date" of the items for this type of expense has no implications as the money was used to make the purchase in that budget year. **Purchases can be made** up to 05/31/24 and should be considered valid for the current fiscal year. To be clear, the invoice would need to be paid by 5/31/24 to be counted in **the current fiscal** year, even if the project is not completed by that date. If there are additional expenses and invoices paid after **05/31/24**, then those expenses would go into the **following fiscal** year.

Medical Expenses

Can we pay with VIEW funds for a psychologist that does not accept Medicaid even though there are others that accept Medicaid? The client wants to use a particular psychologist for cultural and language reasons.

Is this an allowable expenditure from VIEW supportive services?

Answer - In this scenario, VIEW funds can be used since the medical professional does not accept Medicaid. The agency needs to ensure that any limitations on how much they will pay for medical services not paid for by Medicaid are laid out in their Annual Plan as detailed in guidance at 1000.12



Non-Mechanical Vehicle Repair



We have a request for car repairs from a VIEW customer. Vehicle repairs are allowed, but when the worker started gathering estimates, the repairs needed is for body work, otherwise the car is in working order. The estimates include a front bumper cover, grill replacement, the replacement of a headlight and taillight. My initial thought is to deny the request because it is cosmetic rather than mechanical.

Is this an allowable expenditure from VIEW supportive services?

Answer - VIEW funds can be used to fix the vehicle if the repairs needed could be a safety issue as the vehicle would not otherwise pass the state mandated annual inspection in its current condition.

VTP- Supportive Services

A VTP customer who owns her home needs assistance with both replacing her hot water heater and repairing her heating system.

Is this allowable under BL872- transitional supportive services?

Answer: We can cover the expense for the repair to the heating system as this is a utility expense. Staff should consult with their agencies energy worker to determine the status of the crisis application as this will be used as the first source of payment. The first course of action with the hot water heater should be to get the item repaired and only if not repairable, we could contribute towards the replacement. The client should also be advised to explore other programs that cover such items as the expenses may exceed an individual agencies allowable allocation per customer.

DHCD's Emergency Home Repair Program
<https://www.dhcd.virginia.gov/eharp>

Weatherization Program- Heating Issues
<https://www.dhcd.virginia.gov/wx>



Questions?

Christie Bruce
Central Region TANF/VIEW Consultant
c.bruce@dss.virginia.gov

Keith Kauhane
Piedmont TANF/VIEW Consultant
k.kauhane@dss.virginia.gov

Melissa A. Cooke
Eastern Region TANF/VIEW Consultant
melissa.cooke@dss.virginia.gov