

**Calvert County Department of Social Services  
Advisory Board Meeting  
January 17, 2018  
Minutes**

The Calvert County Department of Social Services Advisory Board met on Wednesday, January 17<sup>th</sup>, 2018 at the Calvert County Department of Social Services. In attendance were Chair, Karen Lane, Chris Cummings, Jennifer Hillman, Dennis Helie, Katharine Knight, Melissa Carter, and Amye Scrivener.

The meeting was called to order. The minutes from the November 2017 meeting were approved. No meeting was held in December 2017.

**Director's Report**

- There has been some exploration into how donations are processed currently with SSAB and CCDSS and if SSAB needs to have their own 501(c)(3) apart from MAASB. After gathering information on how other counties process their donations, no changes need to be made as adequate fiscal processing and documentation is sufficient and outlined in state guidelines.
- There is still some discussion on how the Office on Aging Adult Service position will be handled beginning FY2019, Amye will reach out to Jennifer Moreland, who was not in attendance, next for additional input and update the board on any coming changes. Recently, Maura Viskoski who was an Adult Protective service worker has been promoted to the Adult Supervisor position which will open a vacancy in the position she was holding.
- Homeless Coordination of Care Program - HUD has given direction that DSS will manage the point of entry for rapid re-housing programs and supportive programs for homeless shelters by region for a 4-6 month trial period, eliminating the ability for homeless people to access shelters and other programs directly. This will significantly increase the traffic for our agency however, the goal is that all of the shelters and programs will be streamlined into one system making it easier to access services.

**Assistant Directors Report – Child Support Enforcement Presentation**

- Michelle Armsworthy, acting Assistant Director for Child Support was introduced to the meeting and gave a presentation outlining the how the department functions and its current figures. Please refer to attached presentation.

**MASSB Foundation 2017 End of Year Report**

- Chris Cummings, presented the expenses for programs in 2017 and the end of year report. Please see both reports attached.

The Advisory Board meeting adjourned and CFA continued with their meeting.

The next meeting will be on February 21, 2018 at 8:00 am at the Calvert County department of Social Services.

# **Calvert County Social Services Advisory Board**

Department of Social Services, 200 Duke Street, Prince Frederick, MD

## **Meeting Agenda**

**January 17, 2018**

- |        |                             |
|--------|-----------------------------|
| 8:15am | Approve SSAB Minutes        |
| 8:20am | DSS Director's Report       |
| 8:40am | MASSB Foundation Report     |
| 8:45am | Assistant Director's Report |
| 9:15am | Adjourn                     |



**Advisory Board Presentation from 1/17/18**

**Michelle Armsworthy -DHS- Calvert County** <michelle.armsworthy@maryland.gov>  
To: Lindsay Getman -DHS- Calvert County <lindsay.getman@maryland.gov>

Thu, Jan 25, 2018 at 4:04 PM

Hi Lindsay! Attached is the program overview that I presented to the board. I update it regularly and use it when I do a presentation.

Also, I presented our most recent number I had as of November 30, 2017:

- 1. Court Order Establishment % = 95.63% = #2 in the state
- 2. Paternity Establishment % = 95.76% = #7 in the state
- 3. Current Support Collected % = 73.45% = #1 in the state
- 4. Arrears Paying % = 46.04% #5 in the state

Totaled Collected = \$1,392,244.00  
Current caseload of 2404

Purge number as of December 2017 = \$157,083.58

Hope helps, Michelle  
[Quoted text hidden]



**Michelle Armsworthy**  
Calvert County Department of Social Services  
Acting Assistant Director, Child Support & IT  
200 Duke Street  
Prince Frederick, MD 20678  
Phone Number - 443-550-6977  
Fax Number - 443-550-6985  
michelle.armsworthy@maryland.gov

[Quoted text hidden]

 **Program overview.pptx**  
701K



# CHILD SUPPORT

## WELCOME!

WHAT WE DO!

LOCATE ABSENT PARENT (if necessary)

ESTABLISHMENT OF PATERNITY

ENFORCEMENT OF SUPPORT OBLIGATED AMOUNT



# PARTNER AGENCIES & ORGANIZATIONS

- We work in conjunction with each other
- We are inter-related, but separate in our duties and services
- Sheriffs Department
- Clerk Of The Circuit Court
- State's Attorney's Office
- Department Of Social Services



# WHO MAY APPLY FOR CHILD SUPPORT AGENCY SERVICES?

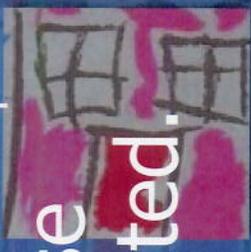
- Custodial parents
- Non-custodial parents
- Caretakers/guardians





# IS THERE AN APPLICATION FEE?

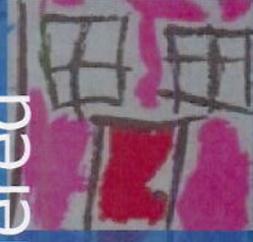
- Submit a completed application along with a one-time \$15 application fee
- The fee could be waived if you are actively receiving Temporary Cash Assistance, Medical Assistance or have any other active Child Support services
- Recent legislation passed requires a \$15 annual collection fee for each case when \$3,500.00 or more is collected.





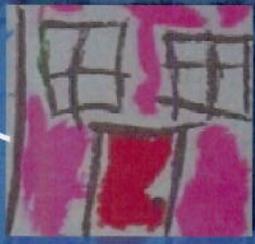
# SERVICES AVAILABLE

- Searching for other parent
- Legally establishing paternity
- Obtaining a court order for paternity and/or child support and health insurance coverage
- Collecting support payments
- Enforcing the court order
- Reviewing and adjusting the court ordered support amount (modification)



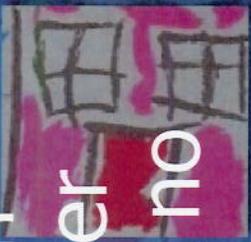
# WHAT WE NEED

- Both Parents' full names (including nicknames and aliases), dates of birth, social security numbers and name of nearest relative to include address and phone number
- Both Parents' complete addresses and contact numbers (home, work and cell)
- Both Parents' employer information and addresses
- Divorce or Separation documents
- Child(ren)'s birth certificate(s) and social security card(s)
- Paternity affidavit(s)





# HOW LONG CAN YOU RECEIVE CHILD SUPPORT?

- Until the child reaches the age of 18, dies, marries, or becomes emancipated, however, if at the time of termination by reason of age, the child has not yet completed secondary school, support can continue if child is enrolled as a student, until the completion of high school or the occurrence of any other terminating event, but in any event no longer than the age of 19
- 
- 
- 

# WHAT IS PATERNITY & WHY ESTABLISH IT?

- Establishes the legal father of the child(ren)
- Survivor Benefits
- Medical History
- Provides basis for child to receive emotional, social, and economic support from both parents



# WAYS TO ESTABLISH PATERNITY

- By consent
- Genetic testing
- Affidavit of Parentage





# MODIFICATION/REVIEW OF CASE

- Either party may request a review of their court order through the local office in writing when there is a material change in circumstances - examples include:  
Incarceration; A change in income of either party that is continuing and substantial; Emancipation of one or more children, with one or more minor children remaining; Either parent has been placed under order for a different child; A change in the number of overnights has occurred in the shared custody case; Custody has changed from shared to sole custody or vice versa; Custody has changed from one parent to the other; A change in the day care expense; A change in the health insurance expense. A Material Change of Circumstance would typically not include: A parent voluntarily leaves employment; A child has been enrolled in private school; A change in living expenses has occurred, e.g. cost of housing; or Access to current/new spouse's income or assets.
- If neither party requests a review, the agency may initiate a review for TCA or MA Cases.





# ENFORCEMENT TOOLS

- WAGE WITHHOLDING
  - DELIQUENT NOTICE
  - BANK LIENS
  - SUSPENSION OF PROFESSIONAL LICENSE
  - CREDIT BUREAU REFERRAL
  - PASSPORT DENIAL
  - DRIVER'S LICENSE SUSPENSION
  - TAX REFUND INTERCEPT
  - LOTTERY WINNINGS INTERCEPT
  - FILING FOR CONTEMPT
  - NPEP-Non-Custodial Parent Employment Program
- 
- 



# WE'RE HERE TO HELP

## ■ CALVERT COUNTY DEPARTMENT OF SOCIAL SERVICES CHILD SUPPORT ENFORCEMENT

- Michelle Armsworthy  
Acting Assistant Director  
200 Duke Street  
Prince Frederick, MD 20678  
1-800-332-6347  
private number – 443-550-6977

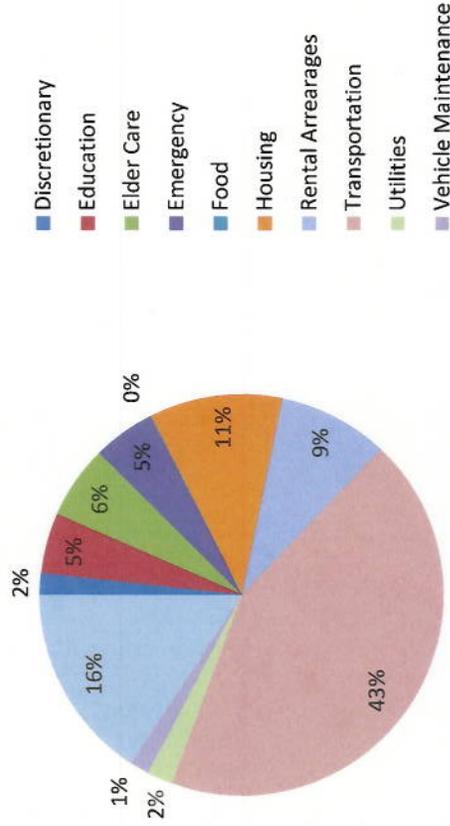


December	Amount
<b>Beginning Balance</b>	<b>123444.13</b>
Contributions Received	114309.46
Administrative Expenses	1349.18
Fundraising Expenses	2921.2
Community Support Provided	103587.4
<b>Current Balance</b>	<b>129895.81</b>

Program	Expense	# of People
Discretionary	\$1,788.88	18
Education	\$5,020.92	9
Elder Care	6,108.99	11
Emergency	5,160.70	5
Food	\$120.00	4
Housing	\$11,000.00	10
Rental Arrearages	\$9,168.34	28
Transportation	\$45,130.15	21
Utilities	\$2,102.91	17
Vehicle Maintenance	\$1,626.61	2 *
Youth	\$16,359.90	102
<b>Total Program Expenses</b>	<b>\$103,587.40</b>	<b>227</b>

\* Fundraising expenses include superbowl payouts and Paypal fees, along with necessary supplies.

## Program Expenses by Type Year End 2017



## ADVISORY BOARD MEMBERS FY 2017

Karen Lane - Chair  
Mari "Chris" Cummings  
Reverend William Patton  
Dr. Derek Sabedra  
Katelynn Liptak  
Dennis Helie  
Katharine Knight  
Jennifer Hillman  
Melissa Brown Carter  
Jennifer Moreland

### Maryland Association of Social Services Boards Foundation "Calvert Family Advocates" 2017 Year End Report

2017 was a year of continued growth for Calvert Family Advocates due to the extraordinary generosity of county residents and business owners. \$110,000 was raised through donations and fundraisers. This income supported the continuation of current programs and the development of a new program for a Child Advocacy Center.

#### **Safety**

15 families remained in their homes when financial assistance was provided to pay utilities or rental arrearages that threatened eviction. Calvert Family Advocates paid for emergency dental surgery for a developmentally disabled man and sponsored the renovation of 6 homes for low-income elderly and disabled persons by the non-profit, Christmas in April.

#### **Self-Sufficiency**

2 young women received childcare assistance through the childcare grant program for low-income students attending the community college; and 5 individuals received educational assistance. A generous corporate donation supported the purchase of 5 certified pre-owned cars, resulting in improved employment opportunities and family connections for the recipients. Other self-sufficiency needs were supported including vehicle maintenance, driver's education, and the transport of low-income veterans to medical appointments.

#### **Eldercare**

Financial support was provided for 10 elderly individuals. Calvert Family Advocates contributed to the cost of replacing 2 well pumps and an oil tank; purchased hearing aids and a locator bracelet; and assisted with medical and dental bills.

### **Youth**

Calvert Family Advocates provided a grant to the Calvert County Public Schools (CCPS) that provided 41 homeless and low-income children the opportunity to attend a two-week summer day camp or participate in sports programs. Additionally a grant was provided to CCPS to purchase new clothing for 54 homeless and low-income youth.

### **End-of-Year Donation**

An end-of-year donation of \$100,000 from an anonymous Calvert County business will support the opening of a Child Advocacy Center in Calvert County, and provide needed resources to 2 adult day care programs.