

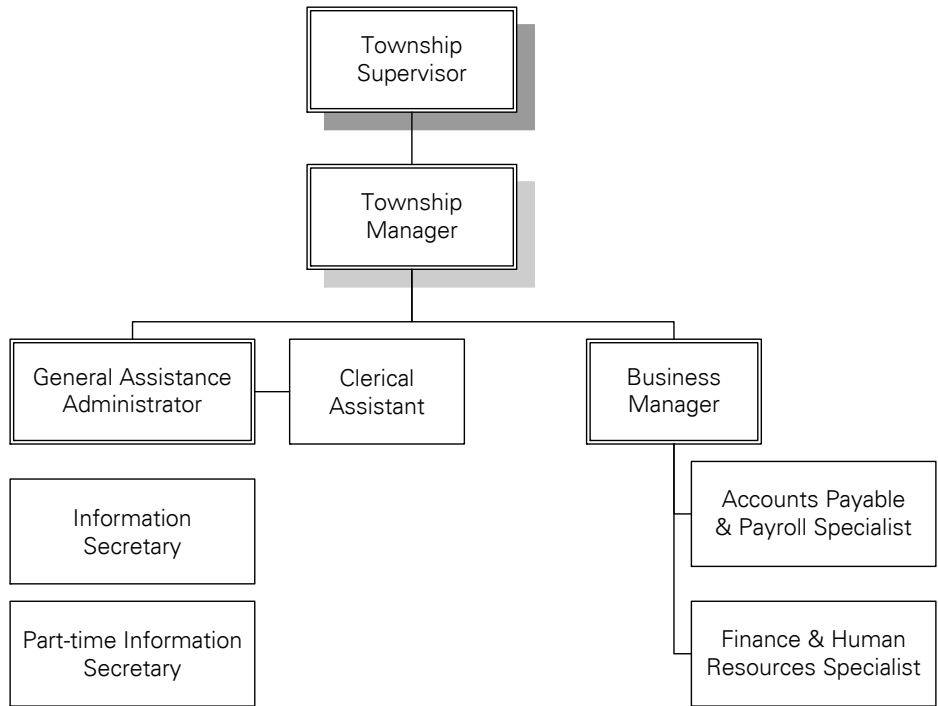
PROGRAM SUMMARY and ORGANIZATIONAL CHART GENERAL ASSISTANCE

Administration:

100.000 GA Administration

Assistance:

100.610 Assistance



The Information Secretary and Part-time Information Secretary report directly to the Township Administration Administrative Associate. See General Government Organization Chart, P. 90.

Illinois Statute 60 ILCS 1/70-50 provides that the Township Supervisor shall administer General Assistance in the Township. The Township Supervisor, as an elected official, is not included in the employee computation.

**Total Number of
Positions
2.39**

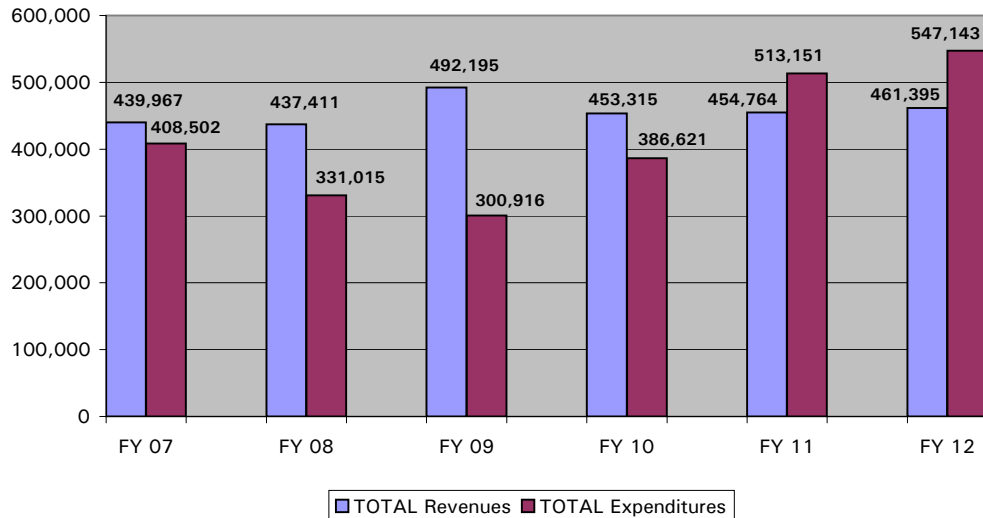
**FULL TIME EQUIVALENT POSITIONS
GENERAL ASSISTANCE**

Position Title	FY10 Actual	FY 11 Budget	FY11 Actual	FY 12 Budget
Township Manager	.15	.15	.15	.15
General Assistance Administrator	1.00	1.00	1.00	1.00
Clerical Assistant	0	.50	.21	.45
Business Manager	.20	.20	.20	.20
Accounts Payable & Payroll Specialist	.20	.20	.20	.20
Finance & Human Resources Specialist	.15	.15	.15	.15
Information Secretary	0	.15	.15	.15
Part-time Information Secretary	0	.09	.09	.09
Total	1.70	2.44	2.15	2.39

Total Salaries \$126,170

**STATEMENT OF GENERAL ASSISTANCE FUND
REVENUES BY SOURCE AND EXPENDITURES BY FUNCTION
LAST FIVE YEARS**

	FY 07 Actual	FY 08 Actual	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Budget
Revenues:						
Property Taxes	364,789	398,920	455,414	427,484	432,121	442,585
Other Taxes	2,047	3,984	4,658	6,354	20,082	6,500
Interest	32,755	29,864	12,778	1,880	1,987	2,310
Other Revenue	40,376	4,643	19,345	17,597	574	10,000
TOTAL Revenues	439,967	437,411	492,195	453,315	454,764	461,395
Expenditures:						
Administration	130,800	140,382	145,720	162,547	185,531	207,143
General Assistance	277,702	182,633	155,196	224,074	327,620	300,000
Other	0	0	0	0	0	40,000
Capital Outlay	0	8,000	0	0	0	0
TOTAL Expenditures	408,502	331,015	300,916	386,621	513,151	547,143
Excess (deficiency) of revenues over expenditures	31,465	106,396	191,279	66,694	(58,387)	(85,748)
Fund Balances, Beginning 4/1	127,705	159,170	265,566	456,845	523,539	465,152
Fund Balances, Ending 3/31	159,170	265,566	456,845	523,539	465,152	379,404
Total Net Increase (Decrease) in Fund Balance	31,465	106,396	191,279	66,694	(58,387)	(85,748)



GENERAL ASSISTANCE FUND BUDGET HIGHLIGHTS

MISSION STATEMENT

The mission of General Assistance is to provide financial assistance to Oak Park resident adults who are unemployed or applying for the Supplemental Security Income (SSI) disability program, with income and assets in accordance with the Township Supervisors of Illinois General Assistance Handbook, and to provide referrals and information regarding additional assistance programs.

SERVICES

General Assistance is a locally funded and administered welfare program. Unemployed adults seeking employment or applying for SSI may be eligible for General Assistance. Applicants must meet income and asset guidelines and not be eligible for any other government sponsored assistance. For example, adults with minor children are eligible for Temporary Assistance to Needy Families (TANF) and are referred to the Illinois Department of Human Services.

SSI is a federal welfare assistance program administered by the Social Security Administration for the aged, blind and disabled. Individuals applying for SSI may receive general assistance while their application is being processed. General assistance payments received by SSI applicants during the application process are referred to as Interim Assistance. The Social Security Administration reimburses the Township for the Interim Assistance provided to clients who are awarded SSI.

While receiving General Assistance, individuals must adhere to program guidelines. Guidelines include actively seeking employment, reporting to the Administrator in a timely manner, maintaining residency in Oak Park, participating in any required Community Work Program, applying for SSI, and following up on any social service referrals.

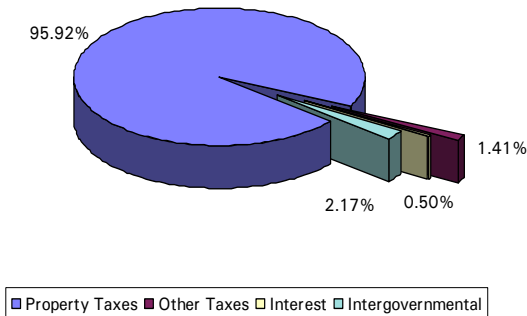
REVENUE

Revenue for General Assistance includes funds from property taxes, tax increment financing (TIF) district distributions, interest and SSI reimbursement. These revenues fall into the revenue categories: Taxes, Use of Money and Property, Intergovernmental and Miscellaneous. An explanation of each of these categories may be found in the section titled Township Revenue Descriptions, Assumptions and Projections.

The majority of revenue for General Assistance is from local property taxes. In FY 11, 99% of budgeted revenue was from local property taxes. Chart 1 to the right illustrates the distribution of revenue among the different revenue sources. The remaining revenue sources; Other Taxes (TIF district distributions), Interest and

Intergovernmental revenue combine to equal 1% of the total revenue source. The program does not receive any revenue directly from the state.

Chart 1
GA FY 10 Revenue Distribution



It is difficult to project reimbursements for Interim Assistance. During FY 11 the Township received \$574 in reimbursements from SSI. In FY 07 the Township received about \$40,000 in SSI reimbursements, which is an unusually high amount for a single year. The reimbursements for the last five years are presented in the following table.

Fiscal Year	Reimbursement
2007	\$ 40,376
2008	\$ 4,643
2009	\$ 19,345
2010	\$ 15,597
2011	\$ 574

EXPENDITURES

Expenditures for General Assistance are divided into three program areas: Administration, Assistance and Other Charges. Administration includes personnel and operating costs. Assistance includes financial assistance to eligible Oak Park residents. Other charges include contingency funds which are only spent in the case of unexpected necessary expenditures during the fiscal year.

GOALS AND OBJECTIVES

A. GOAL: Manage program resources responsibly to ensure financial stability of the program.

Objectives:

1. Observe and implement program guidelines for eligibility and exercise diligence regarding enforcement of program requirements.
2. Develop financial forecasting tools for use in the budgeting process.

3. Track client statistics using database and reporting tools in Visual GA software.
4. Explore opportunities to shorten the wait time for SSI approval and reimbursement.

B. GOAL: Foster development of a network of supportive agencies and services for the benefit of the program participants.

Objectives:

1. Network with professional organizations in the community that provide services and programs to benefit program participants.
2. Work with program participants to encourage and enable them to take advantage of community resources.

C. GOAL: Ensure program quality through assessment of needs, resource allocation and utilization of program outcomes measures.

Objectives:

1. Assess community needs, identify program outcome measures and evaluate program efficiencies and effectiveness.
2. Define and implement policies and procedures to provide guidance and financial assistance to clients.
3. Develop programs to assist clients with job and life skills.

D. GOAL: Create an awareness of assistance programs to ensure those in need know of available programs and services.

Objectives:

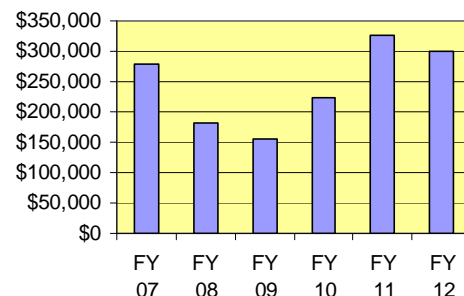
1. Educate residents about programs for the financially struggling members of the community.
2. Serve as an information and referral point for community services.
3. Improve the GA information available on the Township's website.

PROGRAM HIGHLIGHTS

Assistance

The demand for General Assistance Services fluctuates, and in recent years it has increased overall. Because of an increase in benefit amounts as well as an increase in the client population, actual expenditures increased from \$224,074 in FY 10 to \$327,620 in FY 11, which was a 46% increase. Chart 2 shows the total dollar value of General Assistance grants for each of the past five years as well as projected expenditures for FY12.

**Chart 2
GA Expenditures
Assistance**



Anticipated demand for FY 12 is lower because of changes to Residency Guidelines, and other steps to verify eligibility on a more regular basis.

In addition to our public information efforts to all households in Oak Park Township, the Township has provided flyers to the Oak Park and River Forest food pantry about services available through General Assistance.

Community Outreach

General Assistance clients receive services from agencies outside the Township. The GA Team meets with representatives of these agencies at least on an annual basis. In FY 11, meetings were held with PADS, Walk-in Ministries, and the Oak Park Food Pantry to discuss client needs and opportunities for cross referrals (Goal B.1.). In addition to these meetings, the GA Team will work with our partners to develop specific programs to meet client needs beyond financial assistance (Goal C.3.).

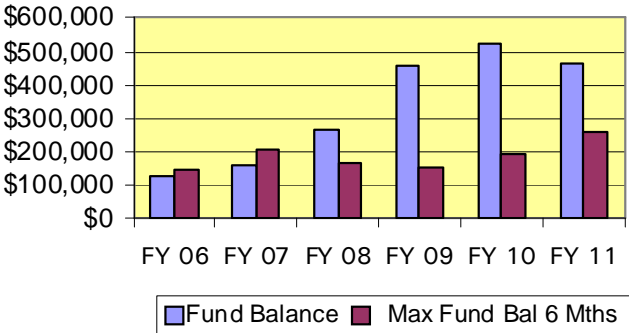
The GA Team assists with the administration of several community programs outside the Township such as Salvation Army funds, Nicor gas sharing, and the Holiday Food and Gift Basket program. Finally, a number of clients are referred to other services in the community (Goal B.2.).

Fund Balance

Fluctuation in demand for the program makes managing the fund balance challenging. The fund balance is the difference between the fund assets and fund liabilities. The Township Board Policy on fund balance is to maintain a General Assistance fund balance equal to a minimum of four months of the current year’s budgeted fund expenditures, with a targeted maximum of six months of the current year’s budgeted expenditures.

The Township Board manages the fund balance by adjusting the property tax levy either up or down depending on the fund balance at the end of the fiscal year. The property tax levy is filed on an annual basis in December each year. The property tax levy funds the subsequent fiscal year. Chart 3 to the right shows that the fund balance at the end of FY 06 was slightly lower than the targeted fund balance. As a result, the Township Board adjusted the property tax levies in subsequent years, increasing the fund balance and maintaining a level of expenditures to bring the fund balance to an amount closer to the target range. Starting in FY 08, fund

**Chart 3
GA Fund Balance and Targeted Maximum Fund Balance**



balance again increased above the targeted amount. The Township Board may consider adjusting the property tax levy in the near future to reduce fund balance to the targeted amount.

Ongoing Operations

Changes made to ongoing operations in FY 11 include:

- Created and filled new General Assistance Clerical Assistant position (Goal A.2.).
- Utilize Visual GA's capacities to a greater extent (Goal A.3.).
- Developed new residency guidelines (Goal A.1.).

New efforts for FY 12 will include:

- Evaluate need for cost of living increases for basic maintenance needs (Goal C.2.).
 - Develop job training programs in partnership with other community agents (Goal C.3.).
 - Incorporate all of the tools of Visual GA into the General Assistance process (Goal A.3.).
 - Establish system for adopting new policies and amendments to the GA Handbook (Goal A.1.).
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GENERAL ASSISTANCE PERFORMANCE MEASURES

General Assistance Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

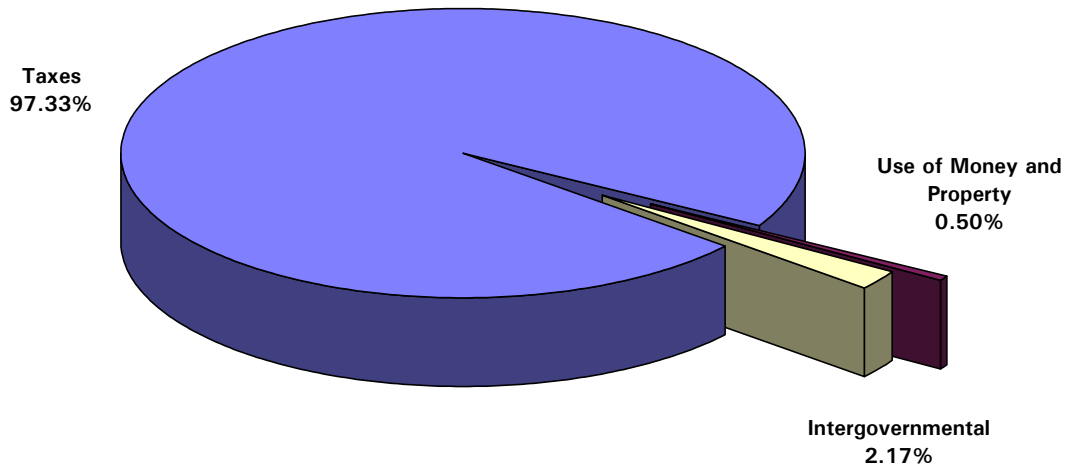
Performance Measure	General Assistance Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
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Outputs:

# of active cases - GA & Social Security Disability (per month – unduplicated)	A, C	Community Needs II A	110	140	105	100
# of clients served via phone calls/appointments	A, B, C	Community Needs II A Communications IV B	N/A	N/A	6,058	6,250
# of clients referred to other agencies	B, D	Collaboration VI A Communications IV B	1,808	2,000	3,482	3,500

**ANTICIPATED REVENUE TO BE RECEIVED IN FY 12
GENERAL ASSISTANCE**

		FY 10 Actual	FY 11 Budget	FY 11 Actual	FY 12 Budget
General Assistance Revenue - 600-000.000					
TAXES					
304.000	Property Taxes	427,484	443,853	432,121	442,585
331.000	Tax Increment Financing (TIF)	<u>6,354</u>	<u>6,500</u>	<u>20,082</u>	<u>6,500</u>
	TOTAL TAXES	433,838	450,353	452,203	449,085
USE OF MONEY AND PROPERTY					
320.000	Interest	<u>1,880</u>	<u>3,600</u>	<u>1,987</u>	<u>2,310</u>
	TOTAL USE OF MONEY AND PROPERTY	1,880	3,600	1,987	2,310
INTERGOVERNMENTAL					
State and Federal					
334.001	Supplemental Security Income Reimbursement	<u>17,597</u>	<u>10,000</u>	<u>574</u>	<u>10,000</u>
	TOTAL INTERGOVERNMENTAL	17,597	10,000	574	10,000
TOTAL GENERAL ASSISTANCE REVENUE		453,315	463,953	454,764	461,395



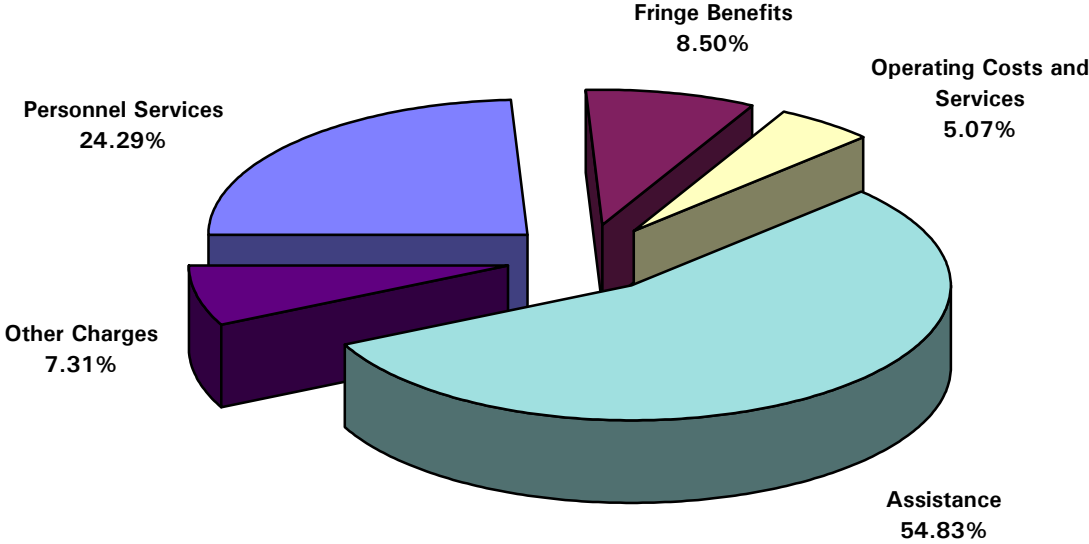
**TOTAL
\$461,395**

**GENERAL ASSISTANCE FUND
BUDGET FY 12**

GENERAL ASSISTANCE 600		FY 10	FY 11	FY11	FY 11	FY 12
		Actual	Original Budget	Amended Budget	Actual	Budget
100.000	ADMINISTRATION					
	Personnel Services					
400.100	Employee Salaries	96,141	130,519	130,519	113,698	126,170
400.500	Elected Official Salary	<u>6,562</u>	<u>6,628</u>	<u>6,628</u>	<u>6,627</u>	<u>6,739</u>
	TOTAL Personnel Services	102,703	137,147	137,147	120,325	132,909
	Fringe Benefits					
500.000	FICA Expense	7,198	9,980	9,980	8,665	10,168
510.000	Illinois Municipal Retirement Fund (IMRF)	7,950	11,009	11,009	10,818	11,086
520.000	Flexible Benefit Plan	85	164	164	106	102
550.000	Health and Life Insurance	<u>22,374</u>	<u>20,080</u>	<u>20,080</u>	<u>21,156</u>	<u>25,140</u>
	TOTAL Fringe Benefits	37,607	41,233	41,233	40,745	46,496
	Operating Costs and Services					
600.100	Activities, Program Support and Supplies	0	0	0	0	1,000
600.101	Banking Services	0	0	0	0	700
600.102	Audit	1,055	1,250	1,250	1,197	1,250
600.103	Staff Recruitment	0	0	0	87	2,000
600.126	Non-capital Furniture, Equipment & Maintenance	1,644	2,000	2,000	1,982	3,000
600.128	Office Supplies	290	350	350	637	500
600.136	Dues and Subscriptions	120	200	200	60	200
600.137	Duplication and Printing	1,098	500	500	1,671	800
600.163	Insurance - Liability	5,556	5,800	5,800	4,916	5,063
600.172	Legal	1,000	1,000	1,000	1,857	1,000
600.195	Overhead Expenses	6,435	6,564	6,564	6,564	6,750
600.205	Postage, Delivery and Messenger Services	550	500	500	814	600
600.230	Rent	3,425	3,494	3,494	3,425	3,525
600.244	Telephone	550	250	250	250	250
600.250	Travel and Training	15	200	200	57	*
600.256	Local Business Expenses	0	0	0	0	50
600.257	Professional Development	0	0	0	0	150
600.262	Workers Compensation	<u>499</u>	<u>600</u>	<u>600</u>	<u>944</u>	<u>900</u>
	TOTAL Operating Costs and Services	22,237	22,708	22,708	24,461	27,738
	TOTAL Administration	162,547	201,088	201,088	185,531	207,143
100.610	ASSISTANCE					
610.000	General Assistance	224,074	245,000	290,000	327,620	300,000
	TOTAL Assistance	224,074	245,000	290,000	327,620	300,000
600.950	GA OTHER CHARGES					
950.000	Contingency	0	40,000	40,000	0	40,000
	TOTAL GA Other Charges	0	40,000	40,000	0	40,000
	TOTAL GENERAL ASSISTANCE	386,621	486,088	531,088	513,151	547,143

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

**GENERAL ASSISTANCE FUND
SUMMARY BY EXPENDITURE CATEGORY**



**TOTAL
\$547,143**