

TRANSITION ASSISTANCE PROGRAM (TAP)

2010 ANNUAL REPORT

Mission Statement

The Transition Assistance Program (TAP), an outreach mission of the Chevy Chase Presbyterian Church, helps homeless and working poor residents of the D.C. metro area to become self-sufficient through assistance with obtaining basic identification documents and transportation to new jobs, the provision of emergency food and clothing, and referrals for basic social services.

1 Chevy Chase Circle, NW
Washington D.C., 20015
(202) 363 - 4817
tap@chevychasepc.org

Highlights

In 2010, the Transition Assistance Program (TAP) served 862 persons, referred by over 90 local organizations serving the needy. The chart on the next page lists TAP's main services and the number of clients who received them. Some of the clients' needs required them to come more than once, resulting in 1,446 total client visits.

TAP's special service is helping persons who lack the necessary funds and knowledge to obtain identification documents, chiefly non-driver ID cards and birth certificates.

862 clients
Made **1,446** visits

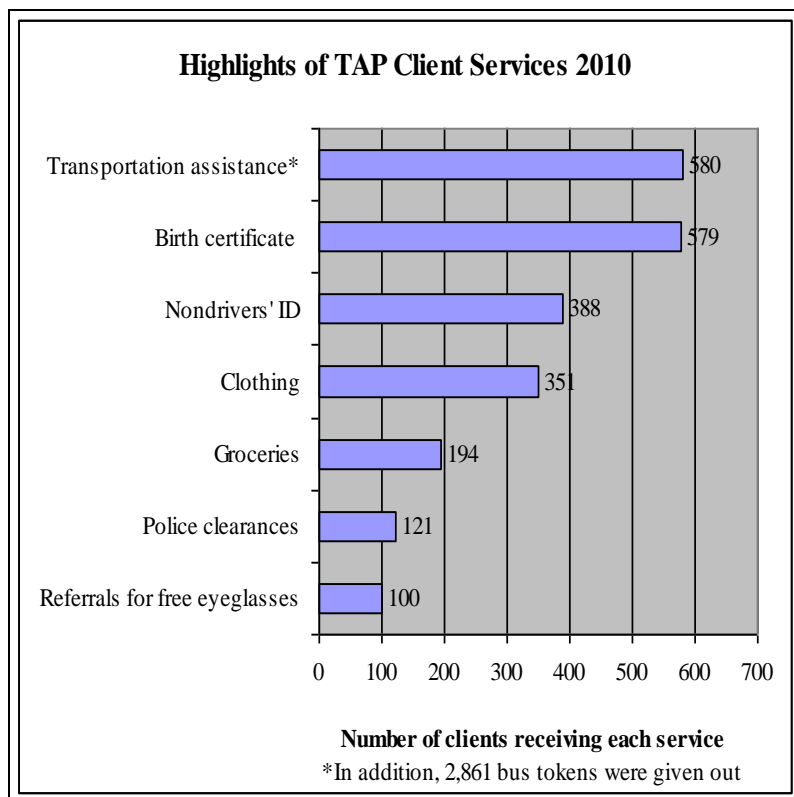
Who Comes for Help?

About half of TAP's clients learn about the program from friends, while the rest are referred by social service organizations. The single largest group in 2010, 120 persons, was sent by the halfway house Hope Village.

Two-thirds of the clients are homeless, that is, living in a shelter, recovery program, halfway house or transitional housing. Another one-quarter are living temporarily with relatives and friends.

The client group remains predominantly African-American, with the majority being men between the ages of 22 and 54.

Women made up 29% of TAP's client in 2010. Many came for assistance obtaining their children's birth certificates in order to apply for Section 8 housing or to enroll their children in school.



Identification Documents

Many clients seek assistance obtaining **D.C. non-driver photo ID**. For persons trying to get their lives together and move ahead, an ID is essential. Only with an ID can someone apply for a job or benefits, register for housing, or sign up for education or rehabilitation programs.

In 2010, fewer TAP clients sought assistance obtaining IDs (388 compared to 599 in 2009). This welcome development was the result of a policy change long advocated by TAP, namely, that D.C. provide free IDs to homeless persons. The Department of Motor Vehicles (DMV) now does this. TAP guides clients through the process and provides financial aid to obtain birth certificates, one of the documents required for an ID.

Birth certificates for persons born outside of the District are much harder to obtain. TAP works with the client to meet the states' requirements, which often require long distance calling and complex paperwork.

As employers have become increasingly security conscious, more are requiring **police clearances** prior to employment. Since the D.C. Police Department does not accept checks from Chevy Chase Presbyterian Church, TAP has to purchase \$7 money orders from the post office (at an additional processing

cost of \$1.10 each). In 2009, 121 persons came to TAP for financial help to obtain police clearances.

Transportation Assistance

Since wages are paid only after time on a new job, TAP bridges that gap by providing Metro farecards. TAP also provides SmarTrip cards and bus tokens to clients so they can travel to get the ID documents and eyeglasses TAP has arranged for them. Using SmarTrip cards saves bus passengers 20 cents per trip and also allows free transfers.

Other Services

One of TAP's services most gratifying for the volunteers is literally helping people to see. Through its Gift of Sight program, LensCrafters provides glasses free of charge if a person is referred by an organization such as TAP. When LensCrafters is out of vouchers, TAP refers clients to the Society for the Prevention of Blindness and pays \$35 for each pair of glasses. In 2010, 100 TAP clients had their sight restored or preserved through these programs.

TAP recycled donated clothing from church members so that 350 clients received warm winter jackets and clothing to wear for jobs and interviews.

Advocacy

Several TAP volunteers participate in the D.C. Reentry Task Force that advocates with the D.C. and federal governments for changes that will reduce the hurdles ex-offenders face when returning to civil society. One result: in 2010, the D.C. Council's passed a "Ban the Box" law to remove the criminal history box on the application form for a D.C. government job and postpone background inquiries until later in the hiring process.

Financial Highlights

Because of the volunteers, 90% of TAP's funds were available for direct client service, while administrative support accounted for the remaining 10%. The only paid worker is Juan Carlos Benavides, the outreach worker contracted through the Downtown Cluster of Congregations. (2010 marked his nineteenth year with TAP.)

As the chart below shows, the largest single expenses were the outreach worker's salary, \$25,200, broken down into his direct time with clients (85%) and data entry (15%). Second was the cost of ID documents for the clients--\$20,925 in 2010. Transportation aid to clients increased from \$7,209 in 2009 to \$10,219.

The past year saw significant increases in the charges for Metro fares and ID documents. The cost of flash passes for the bus, the most common mode of client transportation, increased 25% from \$12 to \$15. The charge for birth certificates, the identification document most in demand, also increased, from \$18 to \$23.

In addition to financial support, Chevy Chase Presbyterian Church contributes in-kind support by supplying office space and administrative help.

TAP Financial Statement

	2010 Actual	2011 Budget
Income		
CCPC (Mission)	12,000	24,000
Hunger Offering	3,500	3,500
Individual Gifts	3,231	3,500
Grants & Agency Contributions	16,100	25,000
Gifts of Hope	1,255	1,200
Circle 11 Gift	438	0
CCPC Concert	1,656	0
Pentecost Offering	0	7,000
	38,180	64,200
From Reserves	25,844	5,900
Total income	64,024	70,100

PROGRAM SERVICES

Direct Client Expense		
Docs/ID	20,925	23,000
Transport	10,219	12,000
Food	2,271	2,500
Clothing	419	600
Toiletries/Hygiene	583	800
Other	1,559	3,000
	35,976	41,900

Personnel

Contract Services for client service	21,420	21,420
--------------------------------------	--------	--------

Office Expense

Audit	1,300	1,300
Telephone	857	900
Office	691	800
Data Entry	3,780	3,780
	6,628	6,780

Total expense	\$64,024	\$70,100
---------------	----------	----------

Reserves	Dec. 31, 2010	\$77,987
----------	---------------	----------

TAP Helps Donors, Too!

A business man donated used clothes to TAP, saying that he was recalling his mother's lessons on helping those less fortunate. He then went on to buy and donate new men's winter jackets and to sponsor a golf tournament with coats for TAP as the entry!

TAP Volunteers, Donors, and Advisors

**40 volunteers=2,000
volunteer hours in 2010**

Interviewers and Greeters: Dottie Boerner, Jack Bozarth, Ed Chesky, Reid Crawford, Sue De la Torre, Campbell Graeb, Polly Hawver, Chris Leahy, Carol Lieberman, Mimi Morse, Mattie Olson, Roland Olson, Kate Picard, Annemarie Ralston, Len Ralston, Patrick Strauss

Volunteer Coordinator: Sue De la Torre

Sandwich Makers: Noni Lindahl, Coordinator, Trish Boggs, CCPC After School Program, Lauren Fernandez, Mary Finch, Sarah Grantham, Nick Hamill, Herma Josephs, Kim Kasprzak, Sofie Pietrantonio, Emily Schmidt, Mary Strauss, Lauren Farber Supina, Marilyn Voigt, Cindy Walsh, Erin Watts

Clothing Sorters: Florence Mills, Coordinator, Alice-Anne Birch, Dottie Boerner

Shoppers for Food, Clothing, Office Supplies, Metro Tokens, and Toiletries: Len Ralston, Polly Hawver, Kate Picard, Priscilla Skillman, Mimi Morse

Summer Interns: Woody Atwood, Annie Lindahl

TAP's Participants in D.C. Reentry Task Force: Louise White, Co-Chair, Ed Chesky, Priscilla Skillman

Financial Donors

Chevy Chase Presbyterian Church Mission
Chevy Chase Concert Series—Peabody Jazz
Ensemble
CCPC Monthly Hunger Offering (partial)
Gifts of Hope (partial)
Gifts from individual church members

Chevy Chase Advisory Neighborhood
Commission
Fannie Mae
Philip L. Graham Fund
Rotary Club of Washington, D.C.
Synod of the Mid-Atlantic Speer Fund
Workers of St. Albans

Donors of Goods

Residents at Ingleside at King Farm
Suburban Woman's Club of Montgomery
County
Dr. William Cotton
Circle 11
All CCPCers who donated clothes and food

TAP Advisory Board Members

Priscilla Skillman, Chair, Dorothy Boerner,
Edward Chesky, Sue De La Torre
Carol Lieberman, Florence Mills, Mimi Morse
Len Ralston, Rev. Steve Robertson,
Louise White

Chevy Chase Presbyterian Church Staff

Rev. Molly Blythe Teichert, Senior Pastor
Rev. Steve Robertson, Associate Pastor
Rev. Lynn Jostes, Associate Pastor
Ian Richardson, Church Administrator
Orlando Restrepo, Church Custodian

TAP Staff

Juan Carlos Benavides, Outreach Worker
from Downtown Cluster of Congregation

