

TRANSITION ASSISTANCE PROGRAM (TAP)

2012 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

The Transition Assistance Program served 21% more clients in 2012 than in the previous year. TAP helped 1,045 individuals referred by more than 90 organizations and agencies serving the needy. The chart on the next page lists TAP's array of services and the number of clients who received them. Some of the clients' needs required them to come more than once, resulting in 1,654 total client visits.

Many of the referrals are due to TAP's special expertise in helping people obtain government-issued identification documents, a necessary first step to employment, training programs, subsidized housing and more. This puts TAP clients on the ladder to self-sufficiency.

**In 2012, TAP helped
1,045 clients.
Most were homeless.
Many had jobs.**

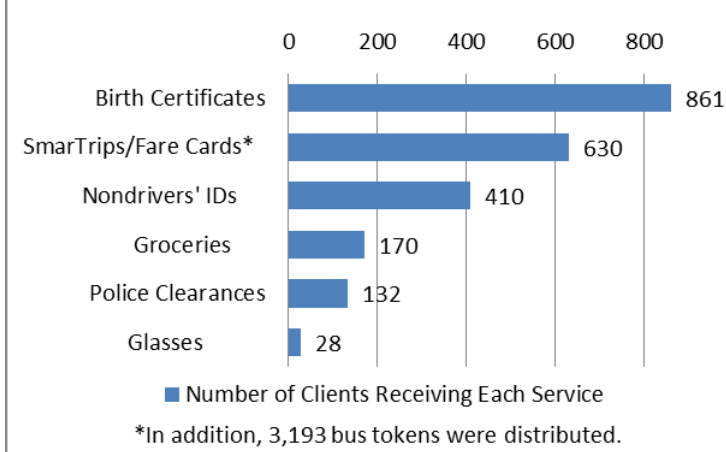
Who Comes for Help?

Most of the clients are homeless—living temporarily in a shelter, recovery program, halfway house, transitional housing or on the street. Others are living temporarily with relatives and friends. All too many of TAP's clients are the working poor—unable to afford their own housing despite being employed.

The majority of TAP's clients are referred by social service organizations. The single largest group in 2012—34 percent—were living at Hope Village or other halfway houses. A new collaboration with Goodwill saw an increase in people who needed government-issued IDs and transportation assistance to enter job training programs.

Most of TAP's clients are African-American. In 2012, two thirds were men, mainly between the ages of 22 and 55. Women made up 34% of TAP's clients. Some of them needed birth certificates for their children in order to enroll them in school. Others were seeking help in obtaining government issued IDs to apply for housing for their families.

Highlights of TAP Client Services 2012



Identification Documents

Many clients seek assistance obtaining **government issued, non-driver photo IDs**. 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 job training or rehabilitation programs.

TAP guides clients through the process and provides financial aid to obtain birth certificates, one of the documents required for an ID. TAP also pays for some IDs.

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 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 purchases \$7 money orders from the post office (at an additional processing cost of \$1.10 each).

Transportation Assistance

Some clients who are starting new jobs need Metro fare to get to work until they receive their first pay check. TAP bridges that gap by providing Metro fare cards and SmarTrip passes. TAP clients also get help with transportation costs to travel to offices where they obtain ID documents or other services TAP has arranged for them. Some clients in training programs also need transportation assistance.

Other Services

Another of TAP's services literally helps people see. Through its Gift of Sight program, LensCrafters provides glasses free of charge if a person is referred by a social service 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.

Many clients also need clothing for job interviews, and warm outerwear for cold winter days. Thanks to donations from the congregation, TAP distributes donated new or gently used clothing as well as new socks and underwear. TAP provides some emergency groceries, and all clients are offered sandwiches and juice when they arrive, since many travel long distances to come to TAP.

Advocacy

Some 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. TAP volunteers also write letters and testify at government hearings about the needs of ex-offenders and the homeless.

2012 Financial Highlights

Because of TAP's many loyal volunteers, 90% of TAP's funds are available for direct client services. Administrative support accounts for the remaining 10%. The only paid worker is Juan Carlos Benavides, TAP's outreach worker contracted through the Downtown Cluster of Congregations. In 2011, Juan Carlos marked his 20th anniversary with TAP.

As the adjoining chart shows, the largest single expenses in 2012 were the outreach worker's contract, \$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--\$31,210 in 2012.

Transportation aid to clients increased from \$14,867 in 2011 to \$19,688 in 2012. Regular increases in Metrorail and bus fares continue to negatively impact TAP's our annual expenses.

In addition to financial support from individuals, foundations and other organizations, TAP also receives significant financial support from Chevy Chase Presbyterian Church, as well in-kind support—office space and administrative help.

2012 TAP Financial Statement

	2012
Income	Actual
CCPC (Mission)	10,000
Hunger Offering	4,228
Individual Gifts	2,970
Foundation and Other Grants	13,000
Gifts of Hope	2,091
From reserves	*55,576
Total income	87,865
PROGRAM SERVICES	
Direct Client Expense	
Docs/ID	31,210
Transport	19,688
Food	1,742
Clothing	273
Toiletries/Hygiene	2,007
Contract for Outreach Worker	21,420
Other	2,118
	65,112
Office Expense	
Audit	1,300
Telephone	900
Office	*3,427
Outreach Worker Data entry	3,780
	9,407
Total expense	\$87,865
*Some two-year grants carry over	**includes computer purchase

For more than 32 years, the Transition Assistance Program has been making a difference in the lives of the homeless and working poor residents of our community.

TAP Volunteers, Donors, and Advisors

40 volunteers = 2,000 volunteer hours in 2012

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

Volunteer Coordinator: Sue De la Torre

Sandwich Makers: Noni Lindahl, Coordinator, Trish Boggs, Children from CCPC After School Program, Mary Finch, Sarah Grantham, Anna Hodgson, Herma Josephs, Luna Levinson, Emily Mazzella, Patty McDermott, Sandy Meredith, Sofie Pietrantonio, Alice Sheen, Sarah Simmons, Angela Soc, Mary Strauss, Marilyn Voigt, Ruth Whiteside

Clothing Sorters: Florence Mills (Coordinator), Alice-Anne Birch, Dottie Boerner, Erin Karney, Tamara Zemlo

Shoppers for Food, Clothing, Office Supplies, Metro Tokens, and Toiletries:

Len Ralston, Polly Hawver, Kate Picard, Priscilla Skillman, Mimi Morse

Youth Interns: Woody Atwood and Will Ford

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

Financial Donors

Chevy Chase Presbyterian Church Mission
Committee
CCPC Circle 11
One Third of CCPC's Monthly Hunger Offering
A portion of Gifts of Hope
Gifts from individual church members
Shrine of the Most Blessed Sacrament
Rotary Club of Washington, DC
Workers of St. Albans

Donors of Goods

Suburban Woman's Club of Montgomery
County
Dr. William Cotton
Many individuals who donated clothing and food

TAP Advisory Board Members

Priscilla Skillman (Chair), Dorothy Boerner,
Edward Chesky, Reid Crawford, Sue De La Torre, ,
Carol Lieberman, Florence Mills, Mimi Morse,
Susan Price, Len Ralston and Louise White

Chevy Chase Presbyterian Church Staff

Rev. Molly Blythe Teichert, Senior Pastor
Rev. Jane Duffield, Interim 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 Congregations