



COMMONWEALTH of VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
*Office of the Commissioner*

James Hunter Williams  
Commissioner

April 23, 2025

Jim F. Parajon, City Manager  
301 King Street  
Alexandria, VA 22314

Dear Jim Parajon,

I am pleased to announce a new initiative to recognize and reward Local Departments of Social Services and those employees who consistently exceed expectations in processing Medical Assistance Renewals while also maintaining high-quality standards.

The Virginia Department of Social Services is implementing a performance-based bonus structure designed to incentivize efficiency and accuracy in reducing Medical Assistance Renewals backlogs.

In order for VDSS to distribute these bonuses, each locality must have an ordinance in place authorizing such payments.

We are aware that Alexandria City does not currently have this ordinance. I encourage you to take the necessary steps to amend or enact an ordinance so your locality can distribute performance-based bonuses to eligible employees and the department in accordance with state requirements.

Please note that these bonuses do not require a local funding match, so local budgets will not be impacted!

Employees and departments can be rewarded for their hard work and dedication without additional local expense. Furthermore, the Governor's proposed budget for SFY 2026 includes funding for a one-time bonus payment to eligible employees, equal to 1.5 percent of base salary, to be issued on July 1, 2025.

*BUT - This bonus is contingent upon the amendment or enactment of a local ordinance authorizing these performance-based payments.*

Jim F. Parajon

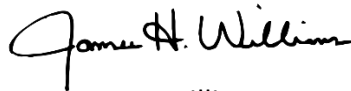
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Your local employees play a vital role in ensuring timely and accurate Medical Assistance determinations. We believe this incentive will honor their contributions, help reduce the Medical Assistance Renewal backlog, and most importantly, ensure community members receive the assistance they need promptly. We are ready to provide any guidance or support you may need as you consider this opportunity.

Thank you for your continued leadership and dedication to serving Alexandria City residents. Please do not hesitate to reach out to Diana Clark, Associate Director Division of Benefit Programs at [diana.clark@dss.virginia.gov](mailto:diana.clark@dss.virginia.gov), should you require further information or assistance.

Sincerely,

A handwritten signature in black ink that reads "James H. Williams". The signature is written in a cursive style with a large initial "J" and a distinct "H".

James Williams

cc: Lesa Gilbert, Director, Alexandria Department of Community and Human Services