



# Bulletin

**NUMBER**

#16-32-01

**DATE**

January 12, 2016

**OF INTEREST TO**

County Directors

Tribal Human Service  
Directors

Tribal MFIP Consolidated  
Support Services Director

Fiscal Supervisors and  
Staff

Social Service Supervisors  
and staff

**ACTION/DUE DATE**

Please read the updated  
information, comply with  
deadlines and procedures,  
and use as a continuing  
reference.

**EXPIRATION DATE**

January 12, 2017

## Information to Assist Counties and Tribes with Preparation & Submission of Fiscal Reports

**TOPIC**

Consolidated reference information for county and tribal  
fiscal reports required by DHS Financial Operations  
Division.

**PURPOSE**

- Provides a checklist for required fiscal reports
- Publishes information on DHS procedures for fiscal reports that are submitted late, incomplete, illegible, or not in the required format.
- Replaces DHS bulletin #15-32-04 (February 13, 2015)

**CONTACT**

Julie Spurgeon, DHS Financial Operations Division, County  
Fiscal Reporting Officer, at (651) 431-3782 or  
[julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

**SIGNED**

ALEXANDRA KOTZE  
Chief Financial Officer

**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has  
changed over time. The Minnesota Department of Human  
Services (DHS) supports the use of "People First" language.

## **Background**

DHS Financial Operations Division has regularly provided county human service agencies and tribes with a current reference list of fiscal reports required by DHS. Feedback indicates that county and tribal staff have found these lists useful in scheduling their workflow and planning for busy periods.

Over the years, there has been an improvement in the timeliness and completeness of county and tribal fiscal reports. We are pleased to acknowledge the fine efforts of county and tribal staff throughout the state which have led to this improvement.

However, the consequences of late reporting should not be underestimated. In some instances, late reporting by even one or two county or tribal agencies can prevent money from flowing to all counties and tribes. In other cases, the interaction of late reporting and specific federal budgeting procedures have led to federal dollars being delayed, resulting in substantial cash flow problems. Federal program agencies and the State Legislative Auditors continue to exert strong pressure on DHS to ensure that county agencies and tribes report in a legible, correct, complete, and timely fashion.

DHS procedures for handling late or unsatisfactory reports are unchanged, and are described in the Report Deadlines and Late or Unsatisfactory Report section beginning on the next page.

## **Legal Reference**

Minnesota Statutes, section 256.01

## **Attached Reference Lists**

Attachment A contains a list of all fiscal reports with reference instructions, mailing or other submission information, deadline dates, a DHS Financial Operations Division contact, and other DHS contacts where relevant. Attachment B is a consolidated checklist for reports covered in Attachment A.

## **Mailing Address**

Reports that are required to be mailed to DHS should be sent to the address below. Please use the "ZIP + 4" extensions to assist in our mail sorting and to ensure timely receipt. It is helpful, but not required, if the DHS contact person is listed as "Attn: name" on the envelope.

Minnesota Department of Human Services  
DHS Financial Operations Division  
P.O. Box 64940  
St. Paul, MN 55164-0940

## Report Deadlines and Late or Unsatisfactory Reports

State statute includes standardized fiscal report deadlines and provides for DHS to take action when reports are late, illegible, incomplete, or not in the required format. DHS procedures are as follows:

If a report is late, illegible, incomplete, or not in the required format, DHS notifies the county or tribal human service agency director of the problem and whether the associated funding will be delayed. Generally, if extenuating circumstances exist, DHS will release funds despite the report being late, illegible, incomplete, or not in the required format. However, DHS cannot grant extensions or release funds on a regular basis without having received the associated reports, and in certain cases cannot do so at all.

If a county or tribal agency encounters extenuating circumstances that will cause a report to be late, please contact Julie Spurgeon at (651) 431-3782.

If a report is late, illegible, incomplete, or not in the required format for two out of three consecutive reporting periods, then DHS notifies the county or tribe involved that it must file a corrective action plan with DHS. The plan is due within 45 days of receipt of the notice, and must state how the county or tribe plans to correct the problem.

### Action Required

- **Submit reports.** County and tribal agencies must submit required fiscal reports in time for them to be received at DHS by the due date. These reports must be legible, complete, and in the required paper or electronic format. As a general rule, DHS will not accept faxes. However, please consult Attachment A for exceptions. The applicable deadlines are also listed in Attachment A.
- **If you are going to be late.** If a county or tribal agency concludes that a report will be late due to extenuating circumstances, the agency is strongly encouraged to contact DHS as discussed in the Report Deadlines and Late or Unsatisfactory Reports section above.
- **Final deadline.** No report will be accepted beyond one year past the original deadline for that period. Amended reports must also be submitted in time to meet this one-year deadline.

Submission of a report within this one-year deadline is not a guarantee that legislative appropriations remain -- only timely receipt of reports ensures that they will be included in re-allocation, year-end settlements, and similar procedures which may exhaust limited funding.

## Questions

Please address questions regarding the individual reports to the contact person (s) listed in Attachment A. General questions regarding this bulletin should be directed to Julie Spurgeon at (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

## Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

## ATTACHMENT A

### Fiscal Reports Required by DHS Financial Operations Division

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**Report:** Income Maintenance Quarterly Expense Report (DHS-2550)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web based application. **No paper copies or faxes are permitted.**

**Contact:** Heide Moris, (651) 431-3774 or [heide.moris@state.mn.us](mailto:heide.moris@state.mn.us)

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**Report:** Social Services Fund Report (DHS-2556)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web based application. **No paper copies or faxes are permitted.**

**Contact:** Julie Spurgeon, (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

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**Report:** Child Foster Care Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No paper copies or faxes are permitted.**

**Contact:** Rhonda Lord, (651) 431-3787 or [rhonda.lord@state.mn.us](mailto:rhonda.lord@state.mn.us)

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**Report:** Relative Custody Assistance (RCA) Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No paper copies or faxes are permitted.**

**Contact:** Rhonda Lord, (651) 431-3787 or [rhonda.lord@state.mn.us](mailto:rhonda.lord@state.mn.us)

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**Report:** MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web based application. There are a few exceptions, and those reports should be submitted on the most current excel spreadsheet and e-mailed to [DHS.SSF@state.mn.us](mailto:DHS.SSF@state.mn.us).

**No paper copies or faxes are permitted.**

**Contact:** Jerry Medlicott, (651) 431-3781 or [gerald.medlicott@state.mn.us](mailto:gerald.medlicott@state.mn.us)

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**Report:** LCTS Cost Reports (DHS-3220.1, 3220.2, 3220.3)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web based application. **No paper copies or faxes are permitted.**

**Contact:** Bonnie Spray, (651) 431-3785 or [bonnie.spray@state.mn.us](mailto:bonnie.spray@state.mn.us)

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**Report:** LCTS Annual Spending Report

**Deadline:** March 1<sup>st</sup> of each calendar year

**Submission:** Report can be mailed, faxed or e-mailed.

**Contact:** Bonnie Spray, (651) 431-3785 or [bonnie.spray@state.mn.us](mailto:bonnie.spray@state.mn.us)

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## ATTACHMENT B

### COUNTY CHECKLIST FOR DHS FISCAL REPORTS

The following reports are due from all county human service agencies:

- |   |                          |
|---|--------------------------|
| _____ 1. Income Maintenance Expense Report (DHS-2550)                     | <b>quarter + 20 days</b> |
| _____ 2. Social Service Fund Report (DHS-2556)                            | <b>quarter + 20 days</b> |
| _____ 3. Child Foster Care Report   | <b>quarter + 20 days</b> |
| _____ 4. Relative Custody Assistance (RCA) Report                         | <b>quarter + 20 days</b> |
| _____ 5. MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902) | <b>quarter + 20 days</b> |
| _____ 6. Targeted Case Management Client Statistical Report (DHS-3150.2)  | <b>quarter + 30 days</b> |
| _____ 7. SEAGR Report (DHS-2557)  | <b>quarter + 30 days</b> |

The following reports are due from participating county agencies:

- |   |  |
|---|--|
| _____ 1. LCTS Cost Reports (DHS- 3220.1, 3220.2, 3220.3)  | <b>quarter + 20 days</b>                     |
| _____ 2. LCTS Annual Spending Report  | <b>March 1st each year</b>                   |
| _____ 3. Food Stamp Employment & Training Administration and Services (DHS-2726d)                                       | <b>quarter + 20 days</b>                     |
| _____ 4. BRASS-Based Grant Fiscal Report (DHS-2895)<br>A (DHS-2895) is required for each grant program specified by DHS | <b>quarter + 30 days</b>                     |
| _____ 5. Forgotten Children's Fund Report (DHS-0645)  | <b>Due within 3 months of authorization.</b> |

The following report should be submitted only if there is activity to report:  
**Due Monthly (20 days after the end of each month)**

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|--|
| _____ 1. Health Care Program Recoveries (electronic) |
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**If the 20<sup>th</sup> or 30<sup>th</sup> falls on Saturday, Sunday or a holiday, the report is due on the preceding business day.**

## ATTACHMENT A

### Fiscal Reports Required by DHS Financial Operations Division

**Report:** Supplemental Nutrition Assistance Program (SNAP) & Training Administration & Services (DHS-2726d)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** E-mail the report to [dhsfsetaccounting@state.mn.us](mailto:dhsfsetaccounting@state.mn.us) and to [steve.erbes@state.mn.us](mailto:steve.erbes@state.mn.us)

**Contact:** Matt Hanson, (651) 431-3747 or [matthew.hanson@state.mn.us](mailto:matthew.hanson@state.mn.us)

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**Report:** Targeted Case Management Client Statistical Report (DHS-3150.2)

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No faxes are permitted.**

**Contact:** Bridgit Olson, (651) 431-3800 or [bridgit.olson@state.mn.us](mailto:bridgit.olson@state.mn.us)

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**Report:** Social Services Expenditure and Grant Reconciliation (**SEAGR**) Report (DHS-2557)

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Most counties must submit the report through the Social Service Information System (SSIS). Non SSIS counties must submit on the most current excel spreadsheet and e-mail to [DHS.SSF@state.mn.us](mailto:DHS.SSF@state.mn.us)

**No paper copies or faxes are permitted.**

**Contact:** Julie Spurgeon, (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

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**Report:** BRASS-Based Grant Fiscal Report (DHS-2895) *for Mental Health Programs*

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Report must be submitted via web based application. **No paper copies or faxes are permitted.**

**Contact:** Craig Beske, (651) 431-3780 or [craig.beske@state.mn.us](mailto:craig.beske@state.mn.us)

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**Report:** Forgotten Children's Fund Report (DHS-0645)

**Deadline:** Due within 3 months of authorization

**Submission:** Report can be mailed, faxed or e-mailed. **Please contact David before sending via fax.**

**Contact:** David Hanson, (651) 431-3737 or [david.m.hanson@state.mn.us](mailto:david.m.hanson@state.mn.us)

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