

Bulletin

February 6, 2014

Minnesota Department of Human Services -- P.O. Box 64941 -- St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- Fiscal Supervisors

ACTION/DUE DATE

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

EXPIRATION DATE

The policies in this bulletin are ineffective as of February 6, 2015.

Information to Assist Counties with Preparation and Submission of Fiscal Reports

TOPIC

Consolidated reference information for county 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 required format.
- Replaces DHS bulletin #13-32-02 (January 10, 2013)

CONTACT

Julie Spurgeon, DHS Financial Operations Division, at (651) 431-3782 or julie.spurgeon@state.mn.us

SIGNED

ALEXANDRA KOTZE
Chief Financial Officer
Department of Human Services

Terminology Disclaimer

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 with a current reference list of fiscal reports required by DHS. Feedback indicates that county staff has 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 fiscal reports. We are pleased to acknowledge the fine efforts of county 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 agencies can prevent money from flowing to all counties. 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 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 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 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 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 plans to correct the problem.

ACTION REQUIRED

- **Submit reports.** County 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 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

AMERICANS WITH DISABILITIES ACT (ADA) ADVISORY

This information is available in accessible formats for people with disabilities by calling (651) 431-3777 (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

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

Report: Social Services Fund Report (DHS-2556)

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted on the most current excel version (3/13) and e-mailed to DHS.SSF@state.mn.us. **No paper copies or faxes are permitted.**

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

Report: Title IV-E Foster Care Abstract (DHS-2570)

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

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

Deadline: 20 calendar days after the end of the quarter

Submission: Report should be submitted on the most current excel version (3/13) and e-mailed to DHS.SSF@state.mn.us. Paper copies and faxes are permitted. **Please contact Jerry before sending via fax.**

Contact: Jerry Medicott, (651) 431-3781 or gerald.medlicott@state.mn.us

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: Danna Reese, (651) 431-3785 or danna.reese@state.mn.us

Report: LCTS Annual Spending Report

Deadline: March 1st of each calendar year

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

Contact: Danna Reese, (651) 431-3785 or danna.reese@state.mn.us

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 and to steve.erbes@state.mn.us

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

ATTACHMENT A

Fiscal Reports Required by DHS Financial Operations Division

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

Deadline: 30 calendar days after the end of the quarter

Submission: Most counties must submit the report through the Social Service Information System (SSIS). Exceptions must mail in the paper report or transmit via e-mail. **No faxes are permitted.**

Contact: Emily Cline, (651) 431-3800 or emily.cline@state.mn.us

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 version (1/14) and e-mail to DHS.SSF@state.mn.us

No paper copies or faxes are permitted.

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

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 on the most current excel version (3/13) and e-mailed to DHS.SSF@state.mn.us. **No paper copies or faxes are permitted.**

Contact: Ray Truelson, (651) 431-3780 or ray.truelson@state.mn.us

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 Lynn before sending via fax.**

Contact: Lynn Nguyen, (651) 431-3483 or lynn.t.nguyen@state.mn.us

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) | quarter + 20 days |
| _____ 2. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 3. Title IV-E Foster Care Abstract (DHS-2570) | quarter + 20 days |
| _____ 4. MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902) | quarter + 20 days |
| _____ 5. Targeted Case Management Client Statistical Report (DHS-3150.2) | quarter + 30 days |
| _____ 6. SEAGR Report (DHS-2557) | quarter + 30 days |

The following reports are due from participating county agencies:

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

**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) | |
|--|--|