



Bulletin

NUMBER

#14-32-09

DATE

July 7, 2014

OF INTEREST TO

County Directors

Social Services Supervisors
and Staff

Fiscal Supervisors

County/Tribal MFIP
Consolidated Fund Support
Services Service Providers

Tribal MFIP Consolidated
Support Services Directors

ACTION/DUE DATE

Please use these
instructions and forms to
prepare the MFIP
Consolidated Fund Support
Services Report starting
with the quarter ending
March 31, 2014

EXPIRATION DATE

July 7, 2016

Instructions for Completing the MFIP-Consolidated Fund Report, Form DHS-2902

TOPIC

Instructions for completing the quarterly MFIP-Consolidated Fund Support Services Fiscal Report (DHS-2902).

PURPOSE

Provides updates and revised instructions for completing the quarterly report

Replaces bulletin # 12-32-03 (February 2, 2012)

CONTACT

Jerry Medicott, DHS Financial Operations Division, at (651) 431-3781 or gerald.medlicott@state.mn.us

SIGNED

ALEXANDRA KOTZE
Chief Financial Officer
Department of Human Services

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

The quarterly MFIP-Consolidated Fund Support Services Report (DHS-2902) collects the financial data necessary to reimburse counties for expenditures related to MFIP-Consolidated Fund Support Services.

This bulletin informs counties and tribes about changes made to the MFIP-Consolidated Fund Support Services instructions and forms. These changes are effective starting with the January – March 2014 quarter.

Counties must submit a separate DHS-2902 to be reimbursed for spending in each of the following categories:

1. MFIP-Support Services
2. Diversionary Work Program (DWP)
3. Other MFIP-CF Support Services expenditures for persons with income under 200% of Federal Poverty Guidelines, but not MFIP eligible;
4. Other Programs as designated by the Department of Human Services (DHS)

Do not report expenditures on the DHS-2902 related to county emergency needs programs paid through the MAXIS system or for county administrative aid that pays for county financial workers and is tracked through the Income Maintenance Quarterly Expense Report (DHS-2550). Counties are reimbursed through those respective systems, not the DHS-2902 process for those consolidated fund expenditures.

CHANGES

Changes include:

- The general Instructions have been revised and updated where needed.
- Expansion of the DHS-2902 for short term MFIP Employment programs (Innovations and others as designated by DHS).
- The DHS-2902 is now a county specific web-based form which will be emailed to the counties on the 1st day after quarter end.

GENERAL INFORMATION

The MFIP-Consolidated Fund Support Services Fiscal Report (DHS-2902) is a county specific web-based form (report) which is e-mailed to each county's fiscal contact on the 1st of the month following the end of each quarter. January-March reports will be available on

April 1st, April-June reports will be available on July 1st, July-September reports will be available on October 1st and October-December reports will be available on January 1st.

Accessing the DHS-2902

To access the DHS-2902 the county fiscal contact clicks the link contained in DHS's quarterly e-mail or by opening the saved link in your internet favorites.

Moving Around the DHS-2902

After each field is completed on the DHS-2902, the Tab or Enter key may be used to move the cursor to the next line. Holding the Shift key down and using the Tab key will move the cursor to the previous line. The cursor can also be moved from line to line by using the computer mouse or clicking in the desired field.

GENERAL INSTRUCTIONS

1. Open the DHS-2902 and verify county number and name. The program name drop down box must be clicked on to choose one of the three programs: MFIP-SS, DWP or 200% of Poverty. The quarter to be completed is selected by using the drop down arrow to the right of the Quarter End Data box.
2. Report all financial activity on a **CASH BASIS**. Expenditures must have been actually disbursed during the quarter, not accruals owed.
3. Round all amounts to the **NEAREST DOLLAR**.
4. Enter complete contact information as requested on the form. Electronic submission to DHS requires the name of both the preparer and human services director or tribal authorized official. An original signed copy must be retained by the county for a minimum of three (3) years. Because county retention periods vary, it is recommended that each county's policy is reviewed for compliance dates.
5. Once the form is completed, click on the Submit button. After the form (DHS-2902) has been submitted you will get a pop up message that says your report was submitted to DHS. If you need to make changes to your report after you have submitted it, open the report, make your changes and then go to the bottom of the form and click resubmit. Each time the Resubmit button is selected, the previously submitted report is replaced with a new (updated) report. Only the most recent version submitted will be saved and processed by DHS. Please note that any revised calendar year 2013 reports must be resubmitted on the excel spreadsheet forms and emailed to dhs.ssf@state.mn.us

6. Tribes will mail a paper copy of the reports to:

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

BRASS AND SEAGR REPORTING

In order to maintain uniformity between BRASS, SEAGR and the DHS-2902, counties should report MFIP-CF Support Services, DWP, Under 200% of Poverty and other designated programs revenue and expenditure data for the SEAGR report as follows:

1. Report the total MFIP-CF contracted costs in BRASS code 237x.
2. Report staff provided costs in the appropriate BRASS code to be allocated in the usual manner.
3. Record all state revenue on entry S11
4. Record all federal revenue on entry F14

LINE ITEM INSTRUCTIONS

A1) Direct Program – The direct costs of providing counseling, job search, job placement, job retention, program overview, interpreter costs and any other direct expenses including wages, benefits, travel, office, telephone, durable and non-durable supplies. Include both the direct costs incurred by the county or tribe and contracted providers. These costs are considered non-assistance.

A2) Income Maintenance Direct Administration – Are those Income Maintenance costs approved and claimed through the DHS-2902. These costs must also be reported on the DHS-2550 Section H: Miscellaneous Costs MFIP Consolidated Fund. These costs do not earn FFP through the income maintenance costs schedule. **County must receive prior approval from DHS before reporting any costs in this category.**

Note: non-medical chemical dependency and mental health services should be included in the Other expense category.

Administration - Includes all proper costs of administering a program that do not fall into Direct Program costs. Administration includes wages and benefits for staff that do not provide direct services (e.g. support staff, clerical, accounting). Administration expenditures for counties plus private providers are limited to 7.5% of the total allocation; tribal administration is limited to 15%. Administrative expenses are considered non-assistance.

B1) County/Tribal Administration– includes tribal and county social services administrative costs.

B2) Private Provider Administration – includes private provider administrative costs.

B3) Income Maintenance Admin Overhead - includes overhead costs related to income maintenance administrative costs reported in A2. **Counties must receive prior approval from DHS before reporting any costs in this category.**

C) Client Education- includes direct costs of education (secondary and post-secondary), including tuition, books, application fees, testing fees, etc. Do not include transportation for education here - those expenses should be reported in (D). Transportation expenses and temporary housing related to education belong in appropriate expense categories. Client education expenses are considered non-assistance.

D) Transportation Expenses – include bus passes, cab fare, mileage, bus tickets, allocated expenses of a van pool or bus, auto purchase or lease, insurance and repairs.

Assistance – payments on behalf of non-working clients that do not meet all three of the emergency criteria.

Non-Assistance – payments to or on behalf of non-working clients that meet all three emergency criteria as well as payments to or on behalf of working clients.

NOTE: See the program definition of working vs. non-working and the three emergency criteria in the Definition section on page 6.

E) Employee Related – includes costs of employment-related expenses such as work tools, uniforms, safety shoes, trade licenses, interview clothing and work incentive awards. These expenses are considered non-assistance.

F) Housing – Includes housing-related expenses such as rent, mortgage payments, security deposits, furnishings and utilities.

Assistance – Payments made to or on behalf of clients that do not meet all three of the emergency criteria.

Non-Assistance – Payments made to or on behalf of clients that meet all three of the emergency criteria.

Note: See the program definition of working vs. non-working and the three emergency criteria in the Definition section on page 7.

G) Child Care

Assistance – payments to or on behalf of non-working clients

Non-Assistance – payments to or on behalf of clients that do not meet all three of the emergency criteria as well as payments to or on behalf of working clients.

NOTE: See the program definition of working vs. non-working and the three emergency criteria in the Definitions section on page 7.

H) Other – services and benefits that do not meet the definition of any of the above classifications. Included on the web-based 2902 are five of the most commonly used Other categories. If expenditures does not fit into one of these five categories you must list in the Others not listed and must include a clear description to receive reimbursement.

Assistance – Other Benefits to or on behalf of clients that do not meet all three of the emergency criteria.

Non-assistance – Other Services such as non-medical chemical dependency or mental health counseling, wage subsidies and other non-employment services including contributions to individual development accounts. Other Benefits paid to or on behalf of clients that meet all three of the emergency criteria. Examples might be payments for food, gift certificates, clothing, personal items and incidentals that cannot be classified in another category.

Note: See the program definition of working vs. non-working and the three emergency criteria in the Definitions section on page 7.

DEFINITIONS

Working Clients – include all permanently, temporarily or occasionally employed clients, as well as clients that have a job start pending, during the reporting period.

Emergency Criteria – to qualify as an emergency, all three criteria must be true:

- There is a qualifying emergency episode;
- The emergency is expected to be resolved within 4 months
- The emergency is **NOT** expected to recur.

EXPENSE CLASSIFICATION CHART

An expense classification chart has been attached to assist in the completion of the DHS-2902. This flow chart provides guidance in determining assistance and non-assistance in each category of expenditures.

EQUIPMENT PURCHASE APPROVAL FORM

Purchase of property or equipment with a unit cost of \$5,000 or more requires prior approval from DHS. This form is available at edocs [DHS-6643-ENG on line form](#) Please fill out the form and return it to Mayjoua Ly. For more information about property standards, please contact: Mayjoua Ly at (651) 431-4030 or Mayjoua.ly@state.mn.us

ATTACHMENTS

- Expense Classification Chart
- MFIP-SS Fiscal Report (DHS-2902) blank form
- MFIP-SS Fiscal Report (DHS-2902) sample completed form

LEGAL REFERENCES

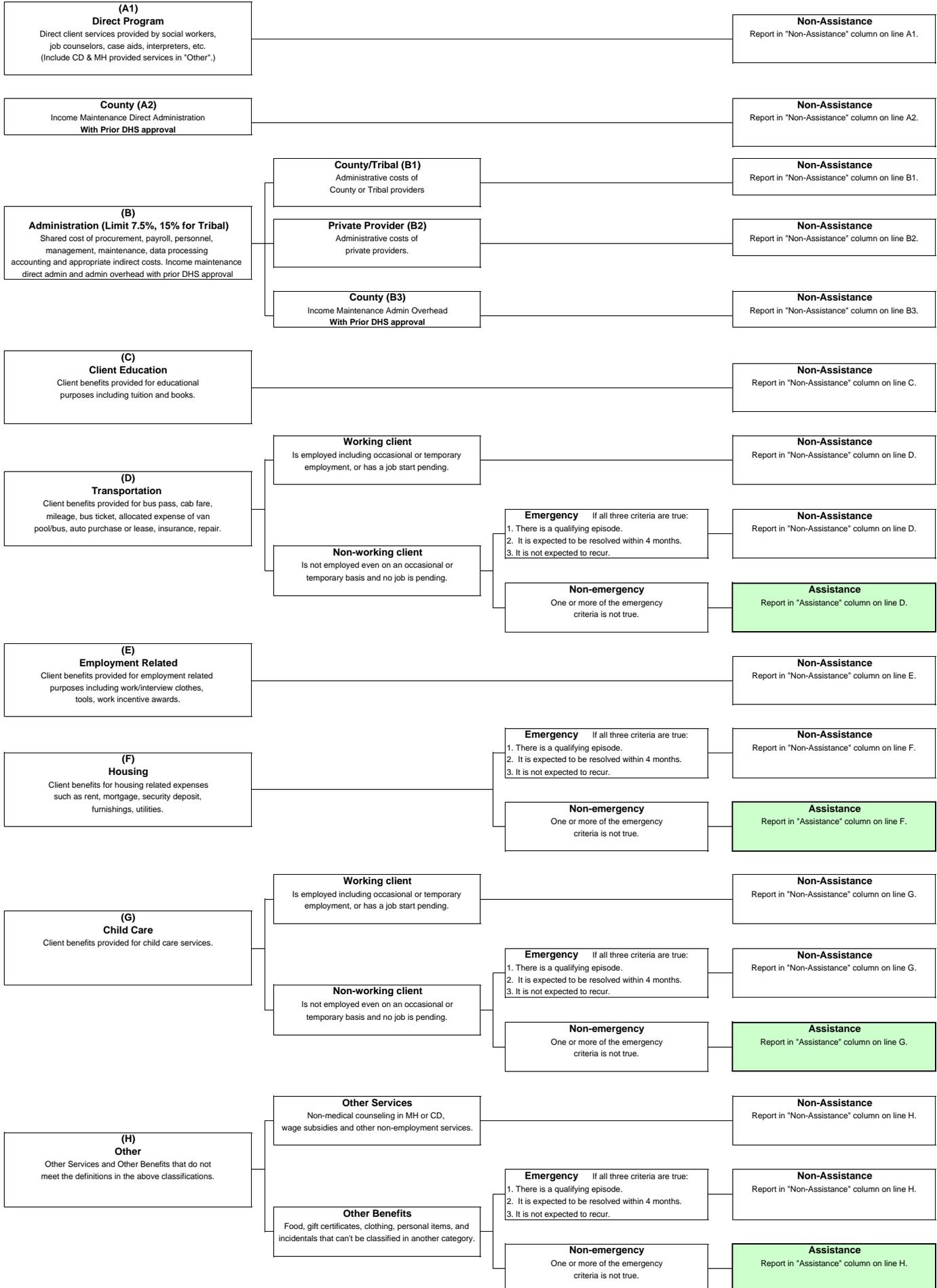
Minnesota Statutes:

- General, chapters 245 and 256
- Reporting, section 256.01 subdivision 2(q)
- Reporting, section 256J.61
- Reporting section, 256J.626

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.

**MFIP-CF Support Services
EXPENSE CLASSIFICATION CHART**



MFIP-CONSOLIDATED FUND SUPPORT SERVICES

REPORTING FORM FOR MFIP-SUPPORTED SERVICES AND OTHER PROGRAMS SPECIFIED BY DHS
 SUBMIT A SEPARATE REPORT FORM FOR EACH PROGRAM

DHS-2902 (REVISED 1/11)
 DHS FINANCIAL OPERATIONS

County # and name or tribal/provider name

MFIP-SS
 Program name

Reporting Period
 From (mm/dd/yy) - To (mm/dd/yy)

EXPENDITURE CATEGORY	ASSISTANCE	NON-ASSISTANCE	TOTAL
(A1) Direct Program	N/A		
(A2) Income Maintenance Direct Administration ²	N/A		
(B1) County/Tribal Administration ¹	N/A		
(B2) Private Provider Administration ¹	N/A		
(B3) Income Maintenance Admin Overhead ^{1,3}	N/A		
(C) Client Education	N/A		
(D) Transportation			
(E) Employment Related	N/A		
(F) Housing			
(G) Child Care			
Other (categorize)			
(H) Subtotal of Other			
TOTAL			

Note 1: The total of Lines B1, B2 and B3 are limited to 7.5% of allocation for county and private provider administration and 15% for tribal administration.

Note 2: Income Maintenance costs reported on DHS-2550, Section H, MFIP Consolidated Fund with prior DHS approval.

Note 3: Income Maintenance costs is taken from the prior quarter CACR report, "administration overhead" page - program 43 MFIP.

For electronic submission, type in names below and secure and retain an original signed copy at your county for no less than three (3) years. Your specific county may require this be kept for a longer period of time. Please consult your retention schedules for compliance dates.

Prepared By	Phone Number	Director's Signature and Date
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MFIP-CONSOLIDATED FUND SUPPORT SERVICES

REPORTING FORM FOR MFIP-SUPPORTED SERVICES AND OTHER PROGRAMS SPECIFIED BY DHS
 SUBMIT A SEPARATE REPORT FORM FOR EACH PROGRAM

DHS-2902 (REVISED 1/11)
 DHS FINANCIAL OPERATIONS

Heartfelt Services

County # and name or tribal/provider name

MFIP-SS

Program name

10/01/11 - 12/31/11

Reporting Period
 From (mm/dd/yy) - To (mm/dd/yy)

EXPENDITURE CATEGORY	ASSISTANCE	NON-ASSISTANCE	TOTAL
(A1) Direct Program	N/A	4,265	4,265
(A2) Income Maintenance Direct Administration ²	N/A		
(B1) County/Tribal Administration ¹	N/A		
(B2) Private Provider Administration ¹	N/A	1,938	1,938
(B3) Income Maintenance Admin Overhead ^{1,3}	N/A		
(C) Client Education	N/A	2,539	2,539
(D) Transportaticn	25	358	383
(E) Employment Related	N/A	924	924
(F) Housing	1000	5,650	6,650
(G) Child Care	85	2,575	2,660
Other (categorize)			
		125	125
	25		25
	105	287	392
		1,225	1,225
(H) Subtotal of Other	130	1,637	1,767
TOTAL	1,240	19,886	21,126

Note 1: The total of Lines B1, B2 and B3 are limited to 7.5% of allocation for county and private provider administration and 15% for tribal administration.

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Note 3: Income Maintenance costs is taken from the prior quarter CACR report, "administration overhead" page - program 43 MFIP.

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Prepared By Jane Doe	Phone Number (123) 456-7890 -123 457-7890	Director's Signature and Date <i>Jane Doe</i>
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