



Bulletin

NUMBER

#14-68-25

DATE

December 16, 2014

OF INTEREST TO

County Directors

Social Services Supervisors
and Staff

Human Services Boards

Legislative Staff

ACTION/DUE DATE

Please read information
and prepare for
implementation

EXPIRATION DATE

December 16, 2016

2014 Social Services Block Grant Annual Report

TOPIC

Describes the federal Social Services Block Grant (SSGB) requirements in Minnesota.

PURPOSE

The purpose of the bulletin is to provide guidance to counties and to invite public input on the use of SSBG funds.

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SIGNED

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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.

I. Background

Social Services Block Grants (SSBG) enable each state or territory to meet the needs of its residents through locally relevant social services. SSBGs support programs that allow communities to achieve or maintain economic self-sufficiency to prevent, reduce or eliminate dependency on social services.

A. Services funded by the SSBG must be directed at one or more of five broad statutory goals:

- Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency
- Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interest, or preserving, rehabilitating, or reuniting families
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care
- Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.

B. Vulnerable Children and Adults Act (VCA)

The 2003 Minnesota Legislature enacted the Children and Community Services Act (CCSA) which consolidated 15 separate children and community services grants, including SSBG, into a single consolidated fund. This gave counties more flexibility to ensure better outcomes for children, adolescents and adults in need of services. The 2011 Minnesota Legislature revised CCSA, creating the Vulnerable Children and Adults Act (VCA), [Minnesota Statutes, chapter 256M](#), establishing a fund to address the needs of vulnerable children (including adolescents) and adults.

Social Services Block Grant funds are administered under the Vulnerable Children and Adults Act service plans with counties. The service plans were submitted to the Minnesota Department of Human Services (the department) in 2012, and remain on file. Plans must be updated as needed to reflect significant changes in county policy and procedures regarding requirements and use of funds. County social service agencies use local funding and other revenue sources to supplement the consolidated grant to meet client needs.

II. Use of Funds

A. Fees

The following persons are eligible for services and not charged a fee:

- Recipients of Minnesota Family Investment Program (MFIP)

- Recipients of Minnesota Supplemental Assistance
- General Assistance
- Persons who adopt a hard-to-place or special needs child
- Children birth through age 2 who have disabilities and receive core early intervention services under Part C of the Individuals with Disabilities Education Act. [20 U.S.C. §1400 et seq.]

Each year, the federal Department of Health and Human Services (DHHS) publishes states' median income in the Federal Register. From that income data, department staff develops a social service income eligibility and fee schedule based on income, adjusted for family size. The most recent fee schedule, [bulletin # 14-68-18](#), was published Nov. 13, 2014. County agencies have the option of using this schedule or developing its own fee schedule.

B. Services

The following 28 Budgeting, Reporting and Accounting for Social Services (BRASS) codes are eligible for SSBG. A complete description of each BRASS code can be accessed by following the link to the department's most recent BRASS publication, [bulletin #14-32-13](#), published Aug. 8, 2014.

1. Adoption - 196 Adoptions
2. Case Management - 192 Family Assessment Case Management, 193/693 General Case Management
3. Congregate Meals - 629 Congregate Meals
4. Counseling - 155/655 Individual Counseling, 156/656 Group Counseling, 162 Family-based Counseling Services
5. Daycare - Adults - 649 Adult Daycare
6. Daycare - Child - N/A under BRASS classification but includes services under migrant daycare)
7. Education and Training - 102/602 Community Education and Prevention, 139 Educational Assistance, 163 Family-based Life Management Skills, 648 Money Management
8. Employment Services - 637 Employability
9. Family Planning - N/A
10. Foster Care - Adults - 681 Adult Foster Care
11. Foster Care - Children - 180 Treatment Foster Care, 181 Child Family Foster Care
12. Health-related and Home Health - N/A
13. Home based Services - 125/625 Homemaking Services, 623 Chore Services, 124/624 Home-based Support Services
14. Home Delivered Meals - 628 Home Delivered Meals
15. Housing - N/A
16. Independent and Transitional Living Services - 146 Adolescent Life Skills Training, 147/647 Independent Living Skills
17. Information and Referral Services - 101/601 Information and Referral
18. Legal Services - 121/621 Legal Services
19. Pregnancy and Parenting for Young Parents - N/A

20. Prevention and Intervention Services - 106 Parent Support Outreach Assessment, 107 Child Welfare Assessment, 108 Family Assessment Response, 109 Concurrent Planning Assessment, 119 Court-related Services and Activities, 161 Family-based Crisis Services, 164 Family Assessment Response Services, 165 Services for Concurrent Permanency Planning, 166 Family Group Decision Making, 167 Parent Support Outreach Services, 189 Respite Care, 589 Respite Care, 607 General Assessment, 619 Court-related Services and Activities, 689 Respite Care
21. Protective Services Adults - 604 Adult Protection Assessment and Investigation, 622 Companion Services, 671 Adult Shelter
22. Protective Services Children - 104 Child Protection Assessment/Investigation, 171 Child Shelter
23. Recreational Services - 145/645 Social and Recreational
24. Residential Treatment Services - 183 Children's Group Residential Care, 627 Customized Living/Residential Care
25. Special Services - Disabled - 135 Family Support Grant Program, 534 Semi-independent Living Services (SILS)
26. Special Services - Youths - N/A
27. Substance Abuse Services - N/A
28. Transportation Services - 116/616 Transportation
29. Other Services with SSBG Funding - 111 Mental Health Screening, 115 Interpreter Services, 198 Licensing and Resource Development, 595 Public Guardianship, 615 Interpreter Services, 634 Semi-independent Living Services (SILS), 695 Guardianship/Conservatorship, 698 Licensing and Resource Development.

Limitations on the use of SSBG grants are at Title XX of the Social Security Act, Block Grants to States for Social Services [\[42 U.S.C. §1397d\]](#).

III. Public Input

To fulfill public input requirements, the department publishes this annual report. County agency staff must review and make available to the public the contents of this report and solicit public comments on the use of SSBG funds. County agencies are encouraged to integrate public input in its ongoing quality assurance processes.

Public comments and feedback on the state use of SSBG funds should be sent to:

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IV. Expenditure Reports

This report shows expenditures and recipients served during calendar year (CY) 2013, and intended use of funds for 2015. Most SSBG dollars are used for provision of services

through county agencies, a small percentage is used by the department for administrative costs. In CY 2013, Minnesota's SSBG funding was \$32.2 million (\$27.4 million Title XX allocation plus \$4.8 million TANF transfer funds). A summary of CY 2012 SSBG expenditures are as follows:

- 1 percent, \$204,137, was used for migrant daycare services
- 4 percent, \$1,254,994, was used by the department for administration and programs
- 95 percent, \$30.6 million was used by county agencies for the provision of services.

SSBG funding represents a small portion of the total dollars expended for social services in Minnesota. In CY 2013, SSBG funding accounted for about 10 percent of the \$352 million expended for social services considered eligible under the SSBG federal categories of services classification.

A. Pre-expenditure Reports

SSBG requires each state to report on the intended use of state payments, including information on the types of activities to be supported and the individuals to be served.

The pre-expenditure report in Table 1 provides an estimate of expenditures and Table 2 provides an estimate of recipients served. The SSBG CY 2014 pre-expenditures are projected based on the federal estimated allocation for federal fiscal year (FFY) 2014. Should Congress elect not to fund SSBG at the same level, or if other contingencies arise, the allocations may be adjusted. Included in the pre-expenditures is a transfer of Temporary Assistance to Needy Families (TANF) into SSBG. No state or local match is required for SSBG.

B. Post-expenditure Reports

Tables 3 and 4 provide data on expenditures and recipients served by the Social Services Block Grant (SSBG). Table 3 shows the post-expenditure report for FFY 2013, and Table 4 shows the post-expenditure report in terms of recipients.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-4670 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

Table 1: Estimate of Expenditures

Part A. Estimated Expenditures and Proposed Provision Method						OMB NO.: 0970-0234	
STATE: MINNESOTA				FISCAL YEAR: FFY 2015		EXPIRATION DATE: 12/31/2015	
Contact Person: Coretta Walker				Phone Number: 651-431-4672		REPORT PERIOD: 01/01/2015 - 12/31/215	
Title: Executive Budget Manager				E-Mail Address: coretta.walker@state.mn.us			
Agency: MN Dept of Human Services				Submission Date: 10/2/2014			
Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local funds**	Total Expenditures	Provision Method		
	SSBG Allocation	Funds transferred into SSBG*			Public	Private	
1 Adoption Services	256,802	47,419	3,182,947	3,487,168	X	X	
2 Case Management	7,613,086	1,405,762	94,360,828	103,379,676	X	X	
3 Congregate Meals	2,321	429	28,763	31,512	X	X	
4 Counseling Services	486,352	89,805	6,028,115	6,604,272	X	X	
5 Day Care--Adults	26,365	4,868	326,781	358,014	X	X	
6 Day Care--Children	204,137	6,261	290,000	500,398	X	X	
7 Education and Training Services	640,633	118,293	7,940,360	8,699,286	X	X	
8 Employment Services	50,647	9,352	627,742	687,740	X	X	
9 Family Planning Services							
10 Foster Care Services--Adults	30,686	5,666	380,345	416,698	X	X	
11 Foster Care Services--Children	5,079,150	937,869	62,953,812	68,970,830	X	X	
12 Health-Related Services							
13 Home-Based Services	109,835	20,281	1,361,352	1,491,468	X	X	
14 Home-Delivered Meals	15,635	2,887	193,790	212,312	X	X	
15 Housing Services	0	0	0				
16 Independent/Transitional Living Services	366,862	67,741	4,547,094	4,981,698	X	X	
17 Information & Referral	2,376,731	438,865	29,458,524	32,274,120	X	X	
18 Legal Services	459,138	84,780	5,690,812	6,234,730	X	X	
19 Pregnancy & Parenting							
20 Prevention & Intervention	3,936,294	726,840	48,788,626	53,451,760	X	X	
21 Protective Services--Adults	409,137	75,547	5,071,066	5,555,750	X	X	
22 Protective Services--Children	989,318	182,678	12,262,163	13,434,160	X	X	
23 Recreation Services	21,617	3,992	267,933	293,542	X	X	
24 Residential Treatment	740,311	136,699	9,175,824	10,052,834	X	X	
25 Special Services--Disabled	661,535	122,153	8,199,430	8,983,118	X	X	
26 Special Services--Youth at Risk							
27 Substance Abuse Services							
28 Transportation	329,857	60,908	4,088,433	4,479,198	X	X	
29 Other Services***	1,304,653	240,905	16,170,600	17,716,158	X	X	
30 SUM OF EXPENDITURES FOR SERVICES	26,111,100	4,790,000	321,395,341	352,296,442			
31 Administrative Costs	1,254,994						
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	27,366,094	4,790,000					

* From which block grant(s) were these funds transferred? TANF

** Please list the sources of these funds: IV-E, CW-TCM, MA Waivers, IV-B, MA Admin, Mental Health grants, LOCAL +tax levy, state aids (in lieu of levy)

*** Please list other services: Mental Health Screening, Interpreter Services, Licensing and Resource Development, Public Guardianship, Interpreter Services, Semi-Independent Living Services (SILS), Guardianship/Conservatorship, Licensing and Resource Development.

TANF transfer funds were only used for services projected to be used for children or their families whose income are below 200% of FPG per TANF rules

204,137 for migrant Day care is included in # 6 Day Care--Children

Table 2: Estimate of Recipients

Part B. Estimated Recipients		OMB NO.: 0970-0234					
STATE: MINNESOTA		EXPIRATION DATE: 12/31/2015					
FISCAL YEAR: FFY 2015							
Service Supported with SSBG Expenditures	Children	Adults			Total Adults	Total	
		Adults Age 59 Years & Younger	Adults Age 60 Years & Older	Adults of Unknown Age			
1 Adoption Services	700	105	5	5	115	815	
2 Case Management	30,475	16,690	19,165	190	36,045	66,520	
3 Congregate Meals ¹					-		
4 Counseling Services	1,170	815	10	10	835	2,005	
5 Day Care--Adults		590	430	20	1,040	1,040	
6 Day Care--Children	16,060				-	16,060	
7 Education and Training Services	1,445	1,240	215	5	1,460	2,905	
8 Employment Services		15	5	-	20	20	
9 Family Planning Services					-	-	
10 Foster Care Services--Adults		485	45		530	530	
11 Foster Care Services--Children	6,565	640	5	10	655	7,220	
12 Health-Related Services					-	-	
13 Home-Based Services	200	275	430	-	705	905	
14 Home-Delivered Meals ¹					-	-	
15 Housing Services					-	-	
16 Independent/Transitional Living Services ¹					-	-	
17 Information & Referral ¹					-	-	
18 Legal Services	1,350	690	75	10	775	2,125	
19 Pregnancy & Parenting					-	-	
20 Prevention & Intervention	60,700	17,580	3,385	530	21,495	82,195	
21 Protective Services--Adults	10	2,235	2,445	180	4,860	4,870	
22 Protective Services--Children ²	18,000	3,905	60	170	4,135	22,135	
23 Recreation Services	485	465	10	10	485	970	
24 Residential Treatment	475	75	5	5	85	560	
25 Special Services--Disabled	820	1,075	165		1,240	2,060	
26 Special Services--Youth at Risk					-	-	
27 Substance Abuse Services					-	-	
28 Transportation ¹					-	-	
29 Other Services ³	2,260	10,540	2,875	170	13,585	15,845	
30 SUM OF RECIPIENTS OF SERVICES	140,715	57,420	29,330	1,315	88,065	228,780	

¹ These categories of services include contracted and on-going services. Not all counties report the specific number of recipients served and therefore recipient

² This service includes adult shelters which are short-term residential protective settings for adults in a crisis situation.

³ Other Services include: Mental Health Screening, Interpreter Services, Licensing and Resource Development, Public Guardianship, Interpreter Services, Semi-

Note: Minnesota uses a duplicated count when reporting recipients under the federal reporting categories. In the past, an unduplicated methodology was used to arrive at a count. Because some recipients use multiple services within each federal cohort, it makes more sense to count them more than once.

Table 3: 2013 Post-expenditure Report

Social Services Block Grant (SSBG), State of Minnesota 2013 Post-Expenditure Report							
Part A. Expenditures and Provision Method							
STATE: Minnesota		FISCAL YEAR: FFY 2013			OMB NO.: 0970-0234		
Contact Person: Coretta Walker		Phone Number: (651) 431-4672			EXPIRATION DATE: 03/31/2014		
Title: Budget Manager		E-Mail Address: Coretta.Walker@state.mn.us			REPORT PERIOD: CY 2013 Data		
Agency: MN Department of Human Services		Submission Date: 3/31/2014					
Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local Funds ²	Total Expenditures	Provision Method		
	SSBG Allocation	Funds transferred into SSBG ¹			Public	Private	
1	Adoption Services	342,361	63,741	3,106,684	3,512,786	X	X
2	Case Management	6,573,731	1,223,896	115,291,644	123,089,271	X	X
3	Congregate Meals	30,747	5,724	5,314	41,785	X	X
4	Counseling Services	651,434	121,284	6,486,625	7,259,343	X	X
5	Day Care--Adults	41,244	7,679	386,991	435,914	X	X
6	Day Care--Children	218,469	0	91,017,495	91,235,964	X	X
7	Education and Training Services	913,448	170,065	8,522,417	9,605,930	X	X
8	Employment Services	30,692	5,714	1,516	37,922	X	X
9	Family Planning Services						
10	Foster Care Services--Adults	48,418	9,015	1,278,737	1,336,170	X	X
11	Foster Care Services--Children	4,194,617	780,953	61,739,277	66,714,847	X	X
12	Health-Related Services						
13	Home-Based Services	211,061	39,295	1,643,607	1,893,963	X	X
14	Home-Delivered Meals	76,972	14,331	434,714	526,017	X	X
15	Housing Services						
16	Independent/Transitional Living Services	289,455	53,891	2,860,075	3,203,421	X	X
17	Information & Referral	2,697,562	502,231	29,317,862	32,517,655	X	X
18	Legal Services	596,821	111,116	5,814,914	6,522,851	X	X
19	Pregnancy & Parenting						
20	Prevention & Intervention	3,370,998	627,612	45,657,032	49,655,642	X	X
21	Protective Services--Adults	549,540	102,313	4,790,565	5,442,418	X	X
22	Protective Services--Children	1,725,347	321,225	22,543,313	24,589,885	X	X
23	Recreation Services	71,128	13,243	218,845	303,216	X	X
24	Residential Treatment	719,230	133,906	9,218,972	10,072,108	X	X
25	Special Services--Disabled	470,873	87,667	8,927,324	9,485,864	X	X
26	Special Services--Youth at Risk						
27	Substance Abuse Services						
28	Transportation	385,366	71,747	4,519,349	4,976,462	X	X
29	Other Services ³	1,736,780	323,353	16,238,216	18,298,349	X	X
30	SUM OF EXPENDITURES FOR SERVICES	25,946,294	4,790,001	440,021,488	470,757,783		
31	Administrative Costs	1,252,008			1,252,008		
32	SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	27,198,302	4,790,001	440,021,488	472,009,791		

¹ Block grant(s) where these funds were transferred: TANF

² Sources of these funds: **Federal** = IV-E, CW-TCM, MA Waivers, IV-B, MA Admin, Mental Health grants. **State** = MA Waivers, children and Community Services Grants, Child Care grants, Chemical Dependency Admin, Mental Health grants. **Local** = tax levy, state aids (in lieu of levy).

³ Other Services include: interpreter services, licensing and resource dev., public guardianship, mental health screening, semi-independent living services, guardianship/conservatorship and licensing & resource development.

Table 4: 2013 Post-expenditure Report – Recipients

Social Services Block Grant (SSBG), State of Minnesota 2013 Post-Expenditure Report						
Part B. Recipients						
STATE: Minnesota				OMB NO.: 0970-0234		
FISCAL YEAR: FFY 2013				EXPIRATION DATE: 03/31/2014		
REPORT PERIOD: CY 2013 Data						
Service Supported with SSBG Expenditures	Children (0-17)	Adults			Unknown Age	Total ¹
		18-59	Adults Age 60 Years & Older	Total Adults		
1 Adoption Services	698	108	4	112	1	811
2 Case Management	30,473	16,691	19,167	35,858	192	66,523
3 Congregate Meals ¹						-
4 Counseling Services	1,169	820	10	830	8	2,007
5 Day Care--Adults		592	432	1,024	17	1,041
6 Day Care--Children	16,063			-		16,063
7 Education and Training Services	1,455	1,247	217	1,464	4	2,923
8 Employment Services	1	14	5	19	0	20
9 Family Planning Services						
10 Foster Care Services--Adults	1	486	43	529	-	530
11 Foster Care Services--Children	6563	644	3	647	11	7,221
12 Health-Related Services						
13 Home-Based Services	202	280	431	711	0	913
14 Home-Delivered Meals ¹						
15 Housing Services						
16 Independent/Transitional Living Services ¹						
17 Information & Referral ¹						
18 Legal Services	1,353	694	76	770	10	2,133
19 Pregnancy & Parenting						
20 Prevention & Intervention	60,701	17,583	3,390	20,973	529	82,203
21 Protective Services--Adults	9	2,236	2,450	4,686	179	4,874
22 Protective Services--Children ²	17,997	3,915	59	3,974	175	22,146
23 Recreation Services	491	470	13	483	12	986
24 Residential Treatment	477	78	6	84	2	563
25 Special Services--Disabled	821	1,076	165	1,241	1	2,063
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation ¹	0					
29 Other Services ³	2,265	10,544	2,879	13,423	175	15,863
30 SUM OF RECIPIENTS OF SERVICES	140,739	57,478	29,350	86,828	1,316	228,883
¹ These categories of services include contracted and on-going services. Not all counties report the specific number of recipients served and therefore recipient counts are not included.						
² This service includes adult shelters which is a short-term residential protective setting for adults in a crisis situation.						
³ Other Services include: interpreter services, licensing and resource dev., public guardianship, mental health screening, semi-independent living services, guardianship/conservatorship and licensing & resource development.						