



# Bulletin

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**DATE**

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**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**

October 12, 2017

## 2015 Social Services Block Grant Annual Report

**TOPIC**

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

**PURPOSE**

Provide guidance to county agencies and to invite public input on the use of SSBG funds.

**CONTACT**

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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 county agencies 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 county agencies. The service plans were submitted to the Minnesota Department of Human Services (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

- Recipients of 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 each state's median income in the "Federal Register." From that income data, department staff developed 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 November 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 15-32-09](#), published September 30, 2015.

The BRASS codes include:

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, 189/589/689 Respite Care, 607 General Assessment, 619 Court-related Services and Activities
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**

These reports show expenditures and recipients served during calendar year (CY) 2014, and intended use of funds for 2016. 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 2014, Minnesota's SSBG funding was \$31.7 million (\$26.9 million Title XX allocation plus \$4.8 million Temporary Assistance to Needy Families (TANF) transfer funds). A summary of CY 2014 SSBG expenditures are as follows:

- 1 percent, \$270,244, was used for migrant daycare services
- 4 percent, \$1.2 million, was used by the department for administration and programs
- 95 percent, \$30 million, was used by county agencies for provision of services.

SSBG funding represents a small portion of the total dollars expended for social services in Minnesota. In CY 2014, SSBG funding accounted for about 8 percent of the \$378 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 2016 pre-expenditures are projected based on the federal estimated allocation for federal fiscal year (FFY) 2015. 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 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. Table 3 shows the post-expenditure report for FFY 2014, 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**

Part A. Estimated Expenditures and Proposed Provision Method				OMB NO.: 0970-0234		
STATE: Minnesota			FISCAL YEAR: 2016	EXPIRATION DATE: 11/30/2017		
Contact Person: Jean Thompson			Phone Number: 651-431-3856	REPORT PERIOD: 01/01/2016-12/31/2016		
Title: Child Safety and Permanency Planning Specialist			E-Mail Address: jean.thompson@state.mn.us			
Agency: MN Dept of Human Services			Submission Date: August 31, 2015			
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	387,530	62,018	3,072,895	3,522,443	X	X
2 Case Management	8,114,052	1,298,526	119,934,715	129,347,293	X	X
3 Congregate Meals	31,566	5,052	6,740	43,358	X	X
4 Counseling Services	702,637	112,446	6,464,835	7,279,918	X	X
5 Day Care--Adults	53,281	8,527	373,882	435,690	X	X
6 Day Care--Children	0	0	0	0		
7 Education and Training Services	885,540	141,717	7,351,439	8,378,696	X	X
8 Employment Services	31,690	5,071	2,184	38,945	X	X
9 Family Planning Services	0	0	0	0		
10 Foster Care Services--Adults	43,430	6,950	358,814	409,194	X	X
11 Foster Care Services--Children	5,112,039	818,099	66,266,846	72,196,984	X	X
12 Health-Related Services	0	0	0	0		
13 Home-Based Services	246,700	39,480	1,670,404	1,956,584	X	X
14 Home-Delivered Meals	54,893	8,785	213,261	276,939	X	X
15 Housing Services	0	0	0	0		
16 Independent/Transitional Living Services	299,570	47,941	2,464,841	2,812,352	X	X
17 Information & Referral	3,078,262	492,627	30,171,722	33,742,611	X	X
18 Legal Services	636,975	101,938	5,732,534	6,471,447	X	X
19 Pregnancy & Parenting	0	0	0	0		
20 Prevention & Intervention	4,119,736	659,299	48,899,712	53,678,747	X	X
21 Protective Services--Adults	632,850	101,278	5,020,140	5,754,268	X	X
22 Protective Services--Children	1,828,200	292,574	5,020,140	7,140,914	X	X
23 Recreation Services	79,077	12,655	267,110	358,842	X	X
24 Residential Treatment	784,255	125,508	8,881,090	9,790,853	X	X
25 Special Services--Disabled	359,183	57,482	8,920,346	9,337,011	X	X
26 Special Services--Youth at Risk	0	0	0	0		
27 Substance Abuse Services	0	0	0	0		
28 Transportation	481,959	77,130	4,901,571	5,460,660	X	X
29 Other Services***	1,967,684	314,897	16,903,314	19,185,895	X	X
30 SUM OF EXPENDITURES FOR SERVICES	29,931,109	4,790,000	342,898,535	377,619,644		
31 Administrative Costs	1,211,792					
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	31,142,901	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, 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.						
Migrant day care is included in # 6 Day Care-Children						

**Table 2**

Part B. Estimated Recipients						OMB NO.: 0970-0234	
						EXPIRATION DATE: 12/31/2015	
STATE: MINNESOTA							
FISCAL YEAR= FFY 2016							
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 <sup>1</sup>					-	-	
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 <sup>1</sup>					-	-	
15 Housing Services					-	-	
16 Independent/Transitional Living Services <sup>1</sup>					-	-	
17 Information & Referral <sup>1</sup>					-	-	
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 <sup>2</sup>	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 <sup>1</sup>					-	-	
29 Other Services <sup>3</sup>	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	
<sup>1</sup> These categories of services include contracted and on-going services. Not all counties report the specific number of recipients served and therefore <sup>2</sup> This service includes adult shelters which are short-term residential protective settings for adults in a crisis situation. <sup>3</sup> Other Services include: Mental Health Screening, Interpreter Services, Licensing and Resource Development, Public Guardianship, Interpreter Services, <b>Note:</b> 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**

Social Services Block Grant (SSBG), State of Minnesota 2014 Post-Expenditure Report							
Part A. Expenditures and Provision Method							
STATE: Minnesota		FISCAL YEAR: FFY 2014			OMB NO.: 0970-0234		
Contact Person: Coretta Walker		Phone Number: (651) 431-4672			EXPIRATION DATE: 03/31/2015		
Title: Budget Manager		E-Mail Address: Coretta.Walker@state.mn.us			REPORT PERIOD: CY 2014 Data		
Agency: MN Department of Human Services		Submission Date: 3/31/2015					
Service Supported with SSBG Expenditures	SSBG Expenditures		Expenditures of All Other Federal, State and Local Funds <sup>2</sup>	Total Expenditures	Provision Method		
	SSBG Allocation	Funds transferred into SSBG <sup>1</sup>			Public	Private	
1	Adoption Services	325,510	62,020	3,072,895	3,460,425	X	X
2	Case Management	6,815,483	1,298,569	119,934,715	128,048,767	X	X
3	Congregate Meals	26,514	5,052	6,740	38,306	X	X
4	Counseling Services	590,187	112,450	6,464,835	7,167,472	X	X
5	Day Care--Adults	44,754	8,527	373,882	427,163	X	X
6	Day Care--Children	0	0		0	X	X
7	Education and Training Services	742,979	141,561	7,351,439	8,235,979	X	X
8	Employment Services	26,618	5,072	2,184	33,874	X	X
9	Family Planning Services						
10	Foster Care Services--Adults	36,479	6,951	358,814	402,244	X	X
11	Foster Care Services--Children	4,293,911	818,128	66,266,846	71,378,885	X	X
12	Health-Related Services						
13	Home-Based Services	207,218	39,482	1,670,404	1,917,104	X	X
14	Home-Delivered Meals	46,108	8,785	213,261	268,154	X	X
15	Housing Services						
16	Independent/Transitional Living Services	251,627	47,943	2,464,841	2,764,411	X	X
17	Information & Referral	2,585,618	492,644	30,171,722	33,249,984	X	X
18	Legal Services	535,034	101,941	5,732,534	6,369,509	X	X
19	Pregnancy & Parenting						
20	Prevention & Intervention	3,460,415	659,321	48,899,712	53,019,448	X	X
21	Protective Services--Adults	531,569	101,281	5,020,140	5,652,990	X	X
22	Protective Services--Children	1,535,616	292,584	21,479,851	23,308,051	X	X
23	Recreation Services	66,422	12,655	267,110	346,187	X	X
24	Residential Treatment	301,700	125,512	8,881,090	9,308,302	X	X
25	Special Services--Disabled	0	57,483	8,920,346	8,977,829	X	X
26	Special Services--Youth at Risk						
27	Substance Abuse Services						
28	Transportation	404,827	77,132	4,901,571	5,383,530	X	X
29	Other Services <sup>3</sup>	1,652,777	314,907	16,903,314	18,870,998	X	X
30	SUM OF EXPENDITURES FOR SERVICES	24,481,366	4,790,000	359,358,246	388,629,612		
31	Administrative Costs	1,204,386			1,204,386		
32	SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	25,685,752	4,790,000	359,358,246	389,833,998		

<sup>1</sup> Block grant(s) where these funds were transferred: TANF

<sup>2</sup> 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).

<sup>3</sup> 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**

Social Services Block Grant (SSBG), State of Minnesota 2014 Post-Expenditure Report						
Part B. Recipients						
STATE: Minnesota				OMB NO.: 0970-0234		
FISCAL YEAR: FFY 2014				EXPIRATION DATE: 03/31/2015		
REPORT PERIOD: CY 2014 Data						
Service Supported with SSBG Expenditures	Children (0-17)	Adults			Unknown Age	Total <sup>1</sup>
		18-59	Adults Age 60 Years & Older	Total Adults		
1 Adoption Services	852	116	7	123	1	976
2 Case Management	33,602	17,456	18,757	36,213	145	69,960
3 Congregate Meals <sup>1</sup>	0	0	0	-	0	-
4 Counseling Services	1,154	734	15	749	11	1,914
5 Day Care--Adults	10	520	435	955	1	966
6 Day Care--Children				-		-
7 Education and Training Services	1,414	1,086	206	1,292	8	2,714
8 Employment Services	1	15	2	17	1	19
9 Family Planning Services						
10 Foster Care Services--Adults	1	202	10	212	1	214
11 Foster Care Services--Children	6851	579	2	581	2	7,434
12 Health-Related Services						
13 Home-Based Services	195	263	401	664	5	864
14 Home-Delivered Meals <sup>1</sup>						
15 Housing Services						
16 Independent/Transitional Living Services <sup>1</sup>						
17 Information & Referral <sup>1</sup>						
18 Legal Services	1,232	626	53	679	7	1,918
19 Pregnancy & Parenting						
20 Prevention & Intervention	66,014	18,438	3,280	21,718	526	88,258
21 Protective Services--Adults	9	2,024	2,806	4,830	217	5,056
22 Protective Services--Children <sup>2</sup>	19,217	4,367	61	4,428	152	23,797
23 Recreation Services	480	707	15	722	7	1,209
24 Residential Treatment	415	96	2	98	2	515
25 Special Services--Disabled	809	1,060	171	1,231	3	2,043
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation <sup>1</sup>						
29 Other Services <sup>3</sup>	2,286	9,950	2,864	12,814	150	15,250
30 SUM OF RECIPIENTS OF SERVICES	134,542	58,239	29,087	87,326	1,239	223,107

<sup>1</sup> 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.

<sup>2</sup> This service includes adult shelters which is a short-term residential protective setting for adults in a crisis situation.

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