



Bulletin

NUMBER

#16-68-15

DATE

October 7, 2016

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 7, 2018

2016 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

JAMES G. KOPPEL
Assistant Commissioner
Children and Family Services Administration

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.](#)]

The department has developed a social service income eligibility and fee schedule based on Federal Poverty Guidelines. The most recent fee schedule, *bulletin # 16-68-10*, was published June 15, 2016. Counties have the option of using this schedule or developing a fee schedule of their own.

B. Services

The following 28 Budgeting, Reporting and Accounting for Social Services (BRASS) codes are reported 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 Sept. 30, 2015.

The BRASS codes include:

1. Adoption: 196 Adoptions & Kinship
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 Services, 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 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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St. Paul, MN 55164-0962
Email: jean.thompson@state.mn.us

IV. Expenditure Reports

These reports show expenditures and recipients served during calendar year (CY) 2015, and intended use of funds for 2017. 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 2015, Minnesota's SSBG funding was \$31.4 million (\$26.6 million Title XX allocation plus \$4.8 million Temporary Assistance to Needy Families (TANF) transfer funds). A summary of CY 2015 SSBG expenditures are as follows:

- 1 percent, \$245,155 was used for migrant daycare services
- 4 percent, \$1,246,995 was used by the department for administration and programs
- 95 percent, \$29,919,318 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 2015, SSBG funding accounted for about 7 percent of the \$439 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 Attachment 1 provides an estimate of expenditures and an estimate of recipients served. The SSBG CY 2017 pre-expenditures are projected based on the federal estimated allocation for federal fiscal year (FFY) 2016. 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 transfer of TANF into SSBG. No state or local match is required for SSBG.

B. Post-expenditure Reports

Attachment 2 provides data on 2015 expenditures and recipients served by the Social Services Block Grant.

Attachment 1

Part A. Estimated Expenditures and Proposed Provision Method					OMB NO.: 0970-0234		
					EXPIRATION DATE: 11/30/2017		
STATE: MINNESOTA		FISCAL YEAR: FFY 2017			REPORT PERIOD: 01/01/2015 - 12/31/2015		
Contact Person: Coretta Walker		Phone Number: 651-431-4672					
Title: Executive Budget Manager		E-Mail Address: coretta.walker@state.mn.us					
Agency: MN Dept of Human Services					8/31/2016		
Service Supported with SSBG Expenditures	SSBG Expenditures		All Other Federal, State and Local funds**	Total Expenditures	Provision Method		
	SSBG Allocation	Funds transferred into SSBG*			Public	Private	
1	Adoption Services	314,751	58,125	3,614,980	3,987,856	X	X
2	Case Management	6,234,114	1,151,257	129,834,504	137,219,875	X	X
3	Congregate Meals	30,171	5,572	0	35,743	X	X
4	Counseling Services	508,251	93,859	5,365,265	5,967,375	X	X
5	Day Care--Adults	61,412	11,341	489,774	562,527	X	X
6	Day Care--Children	438,823	0	91,017,495	91,456,318	X	X
7	Education and Training Services	823,513	152,079	8,571,293	9,546,885	X	X
8	Employment Services	25,709	4,748	0	30,457	X	X
9	Family Planning Services						
10	Foster Care Services--Adults	58,043	10,719	389,635	458,397	X	X
11	Foster Care Services--Children	3,902,081	720,599	76,475,302	81,097,982	X	X
12	Health-Related Services						
13	Home-Based Services	263,898	48,734	1,461,095	1,773,727	X	X
14	Home-Delivered Meals	63,153	11,663	227,892	302,708	X	X
15	Housing Services						
16	Independent/Transitional Living Services	283,578	52,369	2,811,502	3,147,449	X	X
17	Information & Referral	2,836,318	523,785	33,811,646	37,171,749	X	X
18	Legal Services	536,418	99,061	6,443,608	7,079,087	X	X
19	Pregnancy & Parenting						
20	Prevention & Intervention	3,480,714	642,786	53,378,175	57,501,675	X	X
21	Protective Services--Adults	649,050	119,861	5,767,692	6,536,603	X	X
22	Protective Services--Children	1,702,678	314,434	27,652,948	29,670,060	X	X
23	Recreation Services	90,687	16,747	249,541	356,975	X	X
24	Residential Treatment	697,285	128,768	9,999,384	10,825,437	X	X
25	Special Services--Disabled	321,268	59,329	9,008,067	9,388,664	X	X
26	Special Services--Youth at Risk						
27	Substance Abuse Services						
28	Transportation	487,790	90,080	5,979,757	6,557,627	X	X
29	Other Services***	1,809,089	334,085	18,814,931	20,958,105	X	X
30	SUM OF EXPENDITURES FOR SERVICES	25,618,795	4,650,000	491,364,486	855,272,049		
31	Administrative Costs	1,254,994					
32	SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	26,873,789	4,650,000				

* 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

Part B. Estimated Recipients		OMB NO.: 0970-0234
		EXPIRATION DATE: 11/30/2017
STATE: Minnesota		
FISCAL YEAR: 2017		

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	1,666	205	10	4	219	1,885
2 Case Management	54,642	24,468	23,569	281	48,318	102,960
3 Congregate Meals ¹					-	-
4 Counseling Services	1,472	1,008	20	11	1,039	2,511
5 Day Care--Adults		325	267	1	593	593
6 Day Care--Children	9,436				-	9,436
7 Education and Training Services	2,065	2,157	388	13	2,558	4,623
8 Employment Services		20	3	1	24	24
9 Family Planning Services					-	-
10 Foster Care Services--Adults		130	8	1	139	139
11 Foster Care Services--Children	12,085	691	4	26	721	12,806
12 Health-Related Services					-	-
13 Home-Based Services	243	336	550	6	892	1,135
14 Home-Delivered Meals ¹					-	-
15 Housing Services					-	-
16 Independent/Transitional Living Services ¹					-	-
17 Information & Referral ¹					-	-
18 Legal Services	747	637	70	6	713	1,460
19 Pregnancy & Parenting					-	-
20 Prevention & Intervention	88,538	23,417	3,641	649	27,707	116,245
21 Protective Services--Adults		2,995	4,346	272	7,613	7,613
22 Protective Services--Children ²	27,662	4,882	74	175	5,131	32,793
23 Recreation Services	632	500	11	5	516	1,148
24 Residential Treatment	605	1,684	274	4	1,962	2,567
25 Special Services--Disabled	573	253	38	2	293	866
26 Special Services--Youth at Risk					-	-
27 Substance Abuse Services					-	-
28 Transportation ¹					-	-
29 Other Services ³	3,117	13,478	4,102	189	17,769	20,886
30 SUM OF RECIPIENTS OF SERVICES	203,483	77,186	37,375	1,646	116,207	319,690

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

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,

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.

Attachment 2

Social Services Block Grant (SSBG), State of Minnesota 2015 Post-Expenditure Report							
Part A. Expenditures and Provision Method							
STATE: Minnesota		FISCAL YEAR: FFY 2015			OMB NO.: 0970-0234		
Contact Person: Coretta Walker		Phone Number: (651) 431-4672			EXPIRATION DATE: 03/31/2016		
Title: Budget Manager		E-Mail Address: Coretta.Walker@state.mn.us			REPORT PERIOD: CY 2015 Data		
Agency: MN Department of Human Services		Submission Date: 3/31/2016					
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	314,751	58,125	3,619,581	3,992,457	X	X
2	Case Management	6,234,114	1,151,257	129,834,504	137,219,875	X	X
3	Congregate Meals	30,171	5,572		35,743	X	X
4	Counseling Services	508,251	93,859	5,365,265	5,967,375	X	X
5	Day Care--Adults	61,412	11,341	489,774	562,527	X	X
6	Day Care--Children	438,823	0	91,017,495	91,456,318	X	X
7	Education and Training Services	823,513	152,079	8,571,293	9,546,885	X	X
8	Employment Services	25,709	4,748		30,457	X	X
9	Family Planning Services						
10	Foster Care Services--Adults	58,043	10,719	389,635	458,397	X	X
11	Foster Care Services--Children	3,902,081	720,599	76,475,302	81,097,982	X	X
12	Health-Related Services						
13	Home-Based Services	263,898	48,734	1,461,095	1,773,727	X	X
14	Home-Delivered Meals	63,153	11,663	227,892	302,708	X	X
15	Housing Services						
16	Independent/Transitional Living Services	283,578	52,369	2,811,502	3,147,449	X	X
17	Information & Referral	2,836,318	523,785	33,811,646	37,171,749	X	X
18	Legal Services	676,418	99,061	6,443,608	7,219,087	X	X
19	Pregnancy & Parenting						
20	Prevention & Intervention	3,480,714	642,786	53,378,175	57,501,675	X	X
21	Protective Services--Adults	649,050	119,861	5,767,692	6,536,603	X	X
22	Protective Services--Children	1,702,678	314,434	27,652,948	29,670,060	X	X
23	Recreation Services	90,687	16,747	249,541	356,975	X	X
24	Residential Treatment	697,285	128,768	9,999,384	10,825,437	X	X
25	Special Services--Disabled	321,268	59,329	9,008,067	9,388,664	X	X
26	Special Services--Youth at Risk						
27	Substance Abuse Services						
28	Transportation	487,790	90,080	5,979,757	6,557,627	X	X
29	Other Services ³	1,809,089	334,084	18,814,931	20,958,104	X	X
30	SUM OF EXPENDITURES FOR SERVICES	25,758,794	4,650,000	491,369,087	521,777,881		
31	Administrative Costs	1,091,863			1,091,863		
32	SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	26,850,657	4,650,000	491,369,087	522,869,744		

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.

Social Service Block Grant (SSBG), State of Minnesota 2015 Post-Expenditure Report						
Part B. Recipients						
STATE: Minnesota				OMB NO.: 0970-0234		
FISCAL YEAR: FFY 2015				EXPIRATION DATE: 03/31/2015		
REPORT PERIOD: CY 2015 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	1,925	225	10	235	6	2,166
2 Case Management	57,468	23,324	20,525	43,849	323	101,640
3 Congregate Meals ¹						
4 Counseling Services	1,299	946	19	965	7	2,271
5 Day Care--Adults	0	22	10	32	1	33
6 Day Care--Children	17,383					17,383
7 Education and Training Services	2,028	2,509	440	2,949	14	4,991
8 Employment Services	0	18	3	21	1	22
9 Family Planning Services						
10 Foster Care Services--Adults	0	14	4	18	1	19
11 Foster Care Services--Children	13,290	572	5	577	42	13,909
12 Health-Related Services						
13 Home-Based Services	210	297	515	812	5	1,027
14 Home-Delivered Meals ¹						
15 Housing Services						
16 Independent/Transitional Living Services ¹						
17 Information & Referral ¹						
18 Legal Services	13	436	63	499	3	515
19 Pregnancy & Parenting						
20 Prevention & Intervention	81,549	20,590	2,789	23,379	555	105,483
21 Protective Services--Adults	12	2,967	4,438	7,405	237	7,654
22 Protective Services--Children ²	26,886	3,770	62	3,832	140	30,858
23 Recreation Services	574	126	3	129	2	705
24 Residential Treatment	540	325	61	386	2	928
25 Special Services--Disabled	200	1,746	285	2,031	4	2,235
26 Special Services--Youth at Risk						
27 Substance Abuse Services						
28 Transportation ¹						
29 Other Services ³	2,909	12,514	3,973	16,487	165	19,561
30 SUM OF RECIPIENTS OF SERVICES	206,286	70,401	33,205	103,606	1,508	311,400
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.						

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