

NUMBER

#18-68-23

DATE

October 18, 2018

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 18, 2020

2018 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

Jean Thompson
Child Safety and Permanency planning coordinator
P.O. Box 64962
St. Paul, MN 55164-0962
651-431-3856
jean.thompson@state.mn.us

SIGNED

NIKKI FARAGO
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 to meet the needs of its residents through locally relevant social services. These grants 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 community and 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 through county agencies. 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 the 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 [#18-68-03](#), was published March 5, 2018. County agencies have the option of using that schedule or developing a fee schedule of their own.

B. Services

The following 29 Budgeting, Reporting and Accounting for Social Services (BRASS) categories 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 [#17-32-19](#), published October 5, 2017.

The BRASS codes include:

1. Adoption: 175 Northstar Kinship Assistance, 178 Northstar Adoption Assistance, 196 Adoptions and 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 in Title XX of the Social Security Act, Block Grants to States for Social Services. [[42 U.S.C. § 1397d](#)]

III. Public Input

To fulfill federal public input requirements, the department publishes this annual report. Because the funds are administered at the county level, county agency staff must review and make available to the public the contents of this report and solicit public comment on their use of SSBG funds. This can be incorporated in the on-going quality control and public input processes counties have in place. County agencies may use a variety of means to solicit public comment. These include newspapers; county websites; community meetings; public hearings; board, advisory and partner agency meetings; public notice; radio announcements; client survey/client complaints; letters to providers; annual county conference and word of mouth.

Public comment and feedback on the state's guidelines for the use of SSBG funds should be sent to:

Jean Thompson
Child Safety and Permanency Division
P.O. Box 64962
St. Paul, MN 55164-0962
Email: jean.thompson@state.mn.us

IV. Expenditure Reports

These reports show expenditures and recipients served during state fiscal year (SFY) 2017, and intended use of funds for SFY 2019. Most SSBG funds are used for provision of services through county agencies; a small percentage is used by the department for administrative costs. In SFY 2017, Minnesota's SSBG funding was \$36.5 million (\$31.7 million Title XX allocation plus \$4.79 million Temporary Assistance to Needy Families (TANF) transfer funds). A summary of SFY 2017 SSBG expenditures is as follows:

- 1 percent, \$439,652, was used for migrant daycare services
- 3.6 percent, \$1,317,927, was used by the department for administration and programs
- 86.8 percent, \$31,709,923, was used by county agencies for provision of services.

SSBG funding represents a small portion of total dollars expended for social services in Minnesota. In SFY 2017, SSBG funding accounted for about 6.8 percent of the \$530 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 recipients served. The SSBG SFY 2019 pre-expenditures are projected based on the federal estimated allocation for state fiscal year 2018. Should Congress elect not to fund SSBG at the same level, or if other contingencies arise, the allocations may be adjusted. Included in the reports is transfer of TANF into SSBG. No state or local match is required for SSBG.

B. Post-expenditure Reports

Attachment 2 provides data on 2017 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: 2019		REPORT PERIOD: July 1, 2018 - June 30,		
Contact Person: Kirk Paulson		Phone Number:				
Title: Management Analyst 4		E-Mail Address: kirk.paulson@state.mn.us				
Agency: Department of Human Services		Submission Date: May 29, 2018				
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	401,901	64,272	7,049,723	7,515,896		
2 Case Management	7,501,035	1,199,571	151,873,144	160,573,750		
3 Congregate Meals	23,329	3,731	9,846	36,906		
4 Counseling Services	455,206	72,797	5,821,093	6,349,096		
5 Day Care--Adults	51,274	8,200	528,886	588,360		
6 Day Care--Children	438,000	0	0	438,000		
7 Education and Training Services	902,812	144,378	11,419,336	12,466,526		
8 Employment Services	24,115	3,856	43,500	71,471		
9 Family Planning Services	0	0	353,384	353,384		
10 Foster Care Services--Adults	38,209	6,110	96,809,160	96,853,479		
11 Foster Care Services--Children	5,046,246	806,999	2,154,534	8,007,779		
12 Health-Related Services	0	0	0	0		
13 Home-Based Services	202,676	32,412	2,154,534	2,389,622		
14 Home-Delivered Meals	51,029	8,161	261,856	321,046		
15 Housing Services	0	0	0	0		
16 Independent/Transitional Living Services	243,219	38,896	3,320,054	3,602,169		
17 Information & Referral	3,392,606	542,548	38,187,668	42,122,822		
18 Legal Services	565,491	90,434	8,260,019	8,915,944		
19 Pregnancy & Parenting	0	0	0	0		
20 Prevention & Intervention	3,830,747	612,616	66,405,736	70,849,099		
21 Protective Services--Adults	892,912	142,795	8,430,334	9,466,041		
22 Protective Services--Children	2,326,798	372,102	40,194,185	42,893,085		
23 Recreation Services	54,088	8,650	220,733	283,471		
24 Residential Treatment	928,909	148,552	13,719,585	14,797,046		
25 Special Services--Disabled	495,550	79,249	8,508,453	9,083,252		
26 Special Services--Youth at Risk	0	0	0	0		
27 Substance Abuse Services	0	0	0	0		
28 Transportation	621,080	99,324	9,190,643	9,911,047		
29 Other Services***	1,903,112	304,347	21,145,666	23,353,125		
30 SUM OF EXPENDITURES FOR SERVICES	30,390,344	4,790,000	496,062,072	531,242,416		
31 Administrative Costs	1,318,000					
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	31,708,344					
* From which block grant(s) were these funds transferred?		TANF				
** Please list the sources of these funds:		Fed = IV-E, CW-TCM, MA Waivers, Alternative Response Grants Child Care grants, MA Admin, MH grants, MA Waiver Case Mgmt State = MA Waivers, Alternative Response, Child Care grants, MFIP Employment Chemical Dependency Admin, MH grants, DD grants, Adult grants Local = tax levy, state aids (revenue in lieu of levy)				
*** Please list other services:		Interpreter services, licensing and resource development, public guardianship, mental health screening, semi-independent living services, guardianship/conservatorship and licensing & resource development.				

Part B. Estimated Recipients					OMB NO.: 0970-0234	
					EXPIRATION DATE: 06/30/2014	
STATE: Minnesota						
FISCAL YEAR: 2019						
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	3299	406	20	0		3725
2 Case Management	66117	29606	28518	0		
3 Congregate Meals	0	0	0	0	0	
4 Counseling Services	1781	1220	24	0		
5 Day Care--Adults	0	393	323	0		
6 Day Care--Children	11418	0	0	0		
7 Education and Training Services	2499	2610	469	0		
8 Employment Services	0	24	4	0		
9 Family Planning Services	0	0	0	0		
10 Foster Care Services--Adults	0	157	10	0		
11 Foster Care Services--Children	14623	836	5	0		
12 Health-Related Services	0	0	0			
13 Home-Based Services	294	407	666	0		
14 Home-Delivered Meals	0	0	0	0		
15 Housing Services	0	0	0	0		
16 Independent/Transitional Living Services	0	0	0	0		
17 Information & Referral	0	0	0	0		
18 Legal Services	904	771	85	0		
19 Pregnancy & Parenting	0	0	0	0		
20 Prevention & Intervention	107131	28335	4406	0		
21 Protective Services--Adults	0	3624	5259	0		
22 Protective Services--Children	33471	5907	90	0		
23 Recreation Services	765	605	13	0		
24 Residential Treatment	732	2038	332	0		
25 Special Services--Disabled	693	306	46	0		
26 Special Services--Youth at Risk	0	0	0	0		
27 Substance Abuse Services	0	0	0	0		
28 Transportation	0	0	0	0		
29 Other Services***	3772	16308	4963	0		
30 SUM OF RECIPIENTS OF SERVICES	247499	93553	45233	0		

SSBG Post-Expenditure						
SFY 2017 State: Minnesota	Recipients					
		Adults Age 59 Years & Younger	Adults Age 60 years & Older	Adults of Unknown Age	Total Adults	Total
Service Supported with SSBG Expenditures	Children					
1) Adoption Services	3,568	266	5	1	272	3,840
2) Case Management	73,116	27,282	17,427	298	45,007	118,123
3) Congregate Meals	0	0	0	0	0	0
4) Counseling Services	1,293	1,099	10	4	1,113	2,406
5) Day Care--Adults	0	33	9	0	42	42
6) Day Care--Children	938	0	0	0	0	938
7) Education and Training Services	2,513	2,419	171	4	2,594	5,107
8) Employment Services	0	14	2	0	16	16
9) Family Planning Services	0	0	0	0	0	0
10) Foster Care Services--Adults	0	14	4	0	18	18
11) Foster Care Services--Children	19,777	564	0		564	20,341
12) Health-Related Services	0	0	0	0	0	0
13) Home-Based Services	80	333	640	0	973	1,053
14) Home-Delivered Meals	0	0	0	0	0	0
15) Housing Services	0	0	0	0	0	0
16) Independent/Transitional Living Services	0	0	0	0	0	0
17) Information & Referral	0	0	0	0	0	0
18) Legal Services	26	715	69	0	784	810
19) Pregnancy & Parenting	0	0	0	0	0	0
20) Prevention & Intervention	95,361	28,598	3,121	525	32,244	127,605
21) Protective Services--Adults	15	3,690	5,434	524	9,648	9,663
22) Protective Services--Children	39,925	5,962	99	200	6,261	46,186
23) Recreation Services	599	193	7	0	200	799
24) Residential Treatment	860	60	2	0	62	922
25) Special Services--Disabled	259	2,159	426	0	2,585	2,844
26) Special Services--Youth at Risk	0	0	0	0	0	0
27) Substance Abuse Services	0	0	0	0	0	0
28) Transportation	0	0	0	0	0	0
29) Other Services***	3,314	17,947	5,216	249	23,412	26,726
30) SUM OF EXPENDITURES FOR SERVICES	241,644	91,348	32,642	1,805	125,795	367,439
31) Administrative Costs	0	0	0	0	0	0
32) SUM OF EXPENDITURES FOR SERVICES AND ADMIN CO	241,644	91,348	32,642	1,805	125,795	367,439

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3039 (voice) or by using your preferred relay service.