

# Bulletin

October 24, 2006

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

**OF INTEREST TO**

- County Directors
- County Fiscal Supervisors
- County Human Service Supervisors
- County/Tribal MFIP Consolidated Fund Support Services Service Providers
- Tribal MFIP-Consolidated Fund Support Services Directors

**ACTION/DUE DATE**

Replaces the MFIP-SS Fiscal report #03-32-13 with this version

**EXPIRATION DATE**

20 days after the end of the reporting period effective immediately

## Revised Instructions for MFIP-Consolidated Fund Support Services DHS-2902

**TOPIC**

Revised instructions for form DHS-2902 fiscal report.

**PURPOSE**

Inform county and tribal human services agencies, Minnesota Family Investment Program Consolidated Fund Support Services providers of the revised fiscal reporting form.

Provide counties, tribes and private providers with an expense classification chart, and the revised MFIP-Consolidated Fund Support Services Fiscal Report (DHS-2902)

**CONTACT**

Jerry Medlicott, DHS Financial Operations Division  
(651) 431-3781 or [gerald.medlicott@state.mn.us](mailto:gerald.medlicott@state.mn.us)

**SIGNED**

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DENNIS W. ERICKSON

Assistant Commissioner

Finance and Management Operations

## **Introduction**

This bulletin replaces DHS Bulletin No. 03-32-13 dated November 5, 2003. The DHS-2902 reporting form and its instructions have been updated to take into account reporting on Income Maintenance Direct Administration.

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

1. MFIP-CF Employment Services;
2. Diversionary Work Program (DWP);
3. Other MFIP-CF Support Service expenditures for persons with incomes under 200% of Federal Poverty Guidelines, but not MFIP eligible.

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 Expenditure Report DHS-2550.

Counties are reimbursed through those respective systems, not the DHS-2902 process for those consolidated fund expenditures.

## **Overview of Changes**

The MFIP-CF Support Services Fiscal Report (DHS-2902) will be used for reporting for MFIP-CF Support Services. Counties, tribes and private providers will be required to send in one report for each program that it operates. For example, a separate report would be submitted each reporting period for each of the following groups: MFIP clients, DWP clients and eligible persons under 200% of FPG.

## **BRASS/SEAGR Reporting**

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

1. Report the total MFIP-ES 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 revenues on entry S11 of Schedule 2557.1.
4. Record all federal revenues on entry F14 of Schedule 2557.2.

## **Invoice Field Codes**

72.MFIPSSSTATES11.XXXX.X.STATE

72.MFIPCSSGTANF14.XXXX.X.93558

## General Instructions

1. Use the cash basis for this report. Report only expenditures actually paid during the quarter, not expenses accrued but not paid.
2. Round all amounts to the NEAREST DOLLAR.
3. The DHS-2902 must be signed by the director or a county or tribal official authorized to sign for the director.
4. The DHS-2902 is due 20 calendar days after the end of the reporting period. Send the completed report(s) to:

Minnesota Dept. Of Human Services  
DHS Financial Operations Division  
Attention: Jerry Medlicott  
P.O. Box 64940  
St. Paul, MN 55164-0940

## Fiscal Instructions

Complete all identification information at the top of the Fiscal Report including the county number and name (or tribal/provider name), the name of the program being reported (e.g. MFIP-CF Support Services, DWP, Under 200% of FPG, and the reporting period beginning and ending date.

## MFIP-CF Support Services, DWP Fiscal Report (DHS-2902)

A completed example is included in the attachments of this bulletin.

## Expenditure Categories

- 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 to be claimed through DHS-2902. These costs must also be reported on the DHS-2550 page 6 under MFIP Consolidated Fund. These costs will not earn FFP through the income maintenance cost schedule. **County must receive prior approval from DHS before reporting any cost 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 the 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** - include overhead costs related to income maintenance administrative costs reported in B3. **County must receive prior approval from DHS before reporting any cost 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** - includes bus passes, cab fare, mileage, bus tickets, allocated expenses of a van pool or bus, auto purchase or lease, insurance and repairs.

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

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

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

- E) Employment Related** – includes costs of employment-related expenses such as work tools, uniforms, safety shoes, trade licenses, interview clothes 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.

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

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

See the three emergency criteria in the definition section on page 7.

**G) Child Care -**

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

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

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

**H) Other** – services and benefits that do not meet the definitions of any of the above classifications. Payments classified under the Other category must include a clear description to receive reimbursement.

**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.

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

See the three emergency criteria in the definition section below.

### **Total Program Expenditures**

Sum the assistance and non-assistance lines and enter in the total column on right. Sum the assistance and non-assistance and total columns by adding lines

$A1+A2+B1+B2+B3+C+D+E+F+G+H$ . Verify the total program amount.

### **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:

- 1) there is a qualifying emergency episode;
- 2) the emergency is expected to be resolved within 4 months;
- 3) the emergency is not EXPECTED to recur.

### **Property (Capital) Expenses**

Purchases of property or equipment with a unit cost of \$5,000 or more require prior approval from DHS. For more information about property standards, please contact Mayjoua Ly at (651-431-4030), or [mayjoua.ly@state.mn.us](mailto:mayjoua.ly@state.mn.us)

### **Legal References**

Minnesota Statutes, sections 256.01, 256J.61, 256J.626

### **Special Needs**

This information is available in other forms to people through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).

### **Attachments**

- Expense Classification Chart
- MFIP-ES Fiscal Report (DHS 2902) completed example.
- MFIP-ES Fiscal Report (DHS 2902) blank form.

Counties and tribes may use photocopies of the attached forms for future reporting or may use computerized reporting as long as it identifies the form number and contains the same information as the attached DHS-2902 form and contains the proper signatures.

# 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 10-06)  
DHS FINANCIAL MANAGEMENT

County # and name or tribal/provider name

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 <sup>2</sup>	N/A		
(B1) County/Tribal Administration <sup>1</sup>	N/A		
(B2) Private Provider Administration <sup>1</sup>	N/A		
(B3) Income Maintenance Admin Overhead <sup>1,2</sup>	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			

Prepared by:	Phone Number	Director's Signature and Date
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Note 1 The total of Lines line B1, B2 and B3 are limited to 7.5% of allocation for county and private provider admin and 15% for tribal admin.  
Note 2 Income Maintenance cost reported on DHS-2550 page 6 under MFIP Consolidated Fundwith prior DHS approval

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 10-06)  
DHS FINANCIAL MANAGEMENT

Heartfelt Services

County # and name or tribal/provider name

Supported Services

Program name

07/01/06-09/30/06

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 <sup>2</sup>	N/A		
(B1) County/Tribal Administration <sup>1</sup>	N/A	0	0
(B2) Private Provider Administration <sup>1</sup>	N/A	1,938	1,938
(B3) Income Maintenance Admin Overhead <sup>1,2</sup>	N/A		
(C) Client Education	N/A	2,539	2,539
(D) Transportation	25	358	383
(E) Employment Related	N/A	924	924
(F) Housing	1,000	5,650	6,650
(G) Child Care	85	2,575	2,660
Other (categorize)			
Individual Development Accounts		125	125
Clothing for children	25		25
Food provisions	105	287	392
Wage Subsidies		1,225	1,225
(H) Subtotal of Other	130	1637	1767
TOTAL	1,240	19,886	21,126

Prepared by:

Phone Number

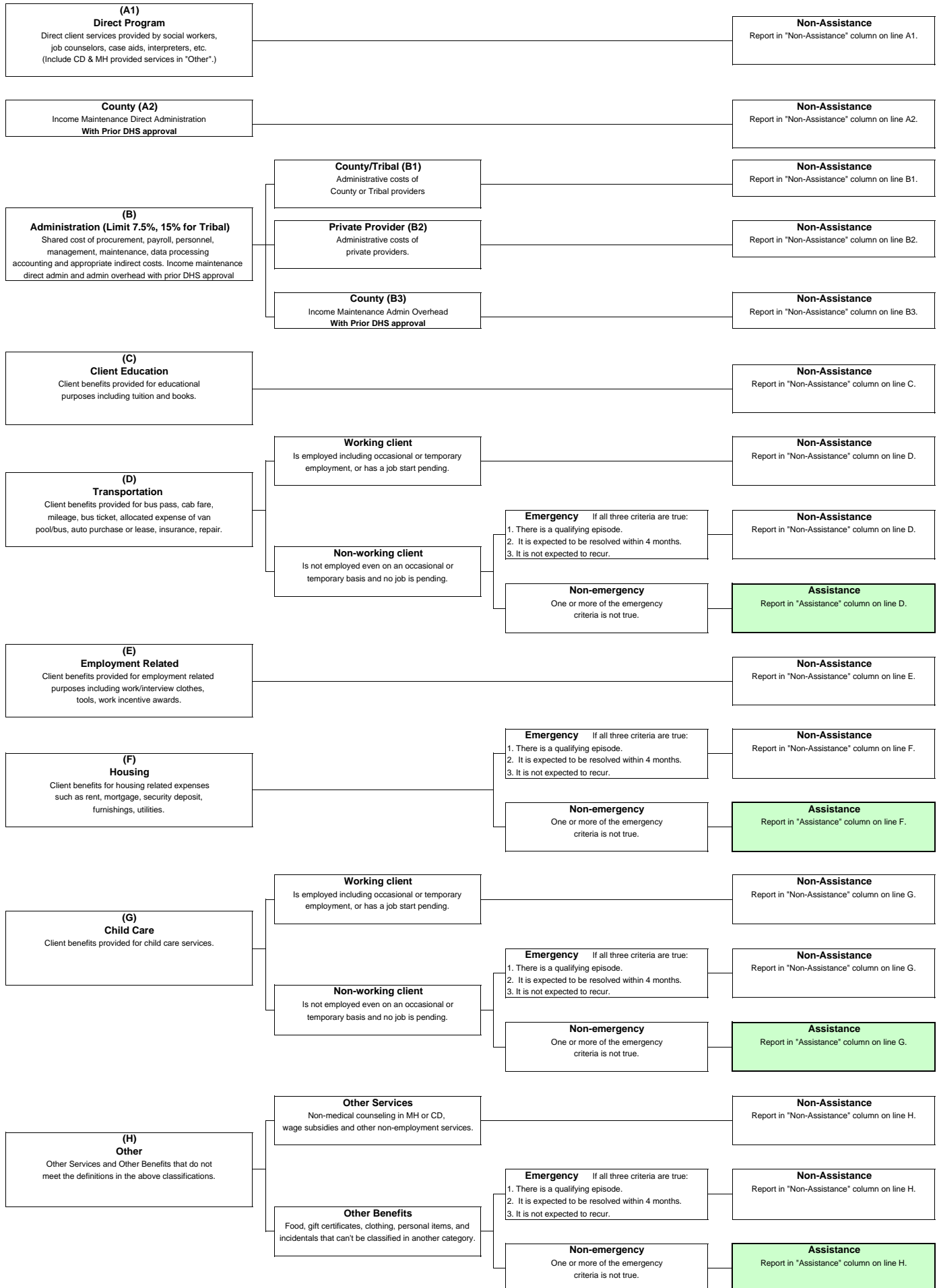
Director's Signature and Date

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

Note 2 Income Maintenance cost reported on DHS-2550 page 6 under MFIP Consolidated Fund with prior DHS approval



# MFIP-CF Support Services EXPENSE CLASSIFICATION CHART



Direct questions to the Minnesota Department of Human Services (DHS), Jerry Medicott at (651) 431-3781 or E-mail: [gerald.medicott@state.mn.us](mailto:gerald.medicott@state.mn.us)