

Bulletin

October 13, 2008

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

OF INTEREST TO

- County Directors
- Fiscal Supervisors

ACTION/DUE DATE

Please read the updated information, comply with deadlines and procedures, and use as a continuing reference.

EXPIRATION DATE

The policies in this bulletin are ineffective as of October 1, 2010

Information to Assist Counties with Preparation and Submission of Fiscal Reports

TOPIC

Consolidated reference information for county fiscal reports required by DHS Financial Operations Division.

PURPOSE

- Updates reference list of DHS Financial Operations Division fiscal reports
- Provides report deadlines
- Provides a checklist for required fiscal reports
- Publishes information on DHS procedures for fiscal reports that are submitted late, incomplete, illegible, or not in required format.
- Replaces DHS bulletin #06-32-12 (October 10, 2006)

CONTACT

Julie Spurgeon, DHS Financial Operations Division, at (651) 431-3782 or julie.spurgeon@state.mn.us

SIGNED

CHRISTINE BRONSON

Deputy Commissioner
Department of Human Services

BACKGROUND

DHS Financial Operations Division has regularly provided county human service agencies with a current reference list of fiscal reports required by DHS. Feedback indicates that county staff has found these lists useful in scheduling their workflow and planning for busy periods.

Over the years, there has been an improvement in the timeliness and completeness of county fiscal reports. DHS is pleased to acknowledge the fine efforts of county staff throughout the state which have led to this improvement. We have also computerized, simplified, consolidated, and eliminated many reports, notably through MAXIS and SEAGR.

However, the consequences of late reporting should not be underestimated. In some instances, late reporting by even one or two county agencies can prevent money from flowing to all counties. In other cases, the interaction of late reporting and specific federal budgeting procedures have led to federal dollars being delayed, resulting in substantial cash flow problems. Federal program agencies and the State Legislative Auditors continue to exert strong pressure on DHS to ensure that county agencies report in a legible, correct, complete, and timely fashion.

DHS procedures for handling late or unsatisfactory reports are unchanged, and are described in the Report Deadlines and Late or Unsatisfactory Report section beginning on the next page.

LEGAL REFERENCE

Minnesota Statutes, section 256.01

ATTACHED REFERENCE LISTS

Attachment A contains a list of all fiscal reports with reference instructions, mailing or other submission information, deadline dates, a DHS Financial Operations Division contact, and other DHS contacts where relevant. Attachment B is a consolidated checklist for reports covered in Attachment A.

MAILING ADDRESS

Reports that are required to be mailed to DHS should be sent to the address below. Please use the "ZIP + 4" extensions to assist in our mail sorting and to ensure timely receipt. It is helpful, but not required, if the DHS contact person is listed as "Attn: name" on the envelope.

Minnesota Department of Human Services
DHS Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940

REPORT DEADLINES AND LATE OR UNSATISFACTORY REPORTS

State statute includes standardized fiscal report deadlines and provides for DHS to take action when reports are late, illegible, incomplete, or not in the required format. DHS procedures are as follows:

If a report is late, illegible, incomplete, or not in the required format, DHS notifies the county human service agency director of the problem and whether the associated funding will be delayed. Generally, if extenuating circumstances exist, DHS will release funds despite the report being late, illegible, incomplete, or not in the required format. However, DHS cannot grant extensions or release funds on a regular basis without having received the associated reports, and in certain cases cannot do so at all.

If a county agency encounters extenuating circumstances that will cause a report to be late, please contact Julie Spurgeon at (651) 431-3782.

If a report is late, illegible, incomplete, or not in the required format for two out of three consecutive reporting periods, then DHS notifies the county involved that it must file a corrective action plan with DHS. The plan is due within 45 days of receipt of the notice, and must state how the county plans to correct the problem.

DHS has no intention of using these procedures in a punitive fashion. The goal is a framework within which the overwhelming majority of counties that submit timely, legible, complete, correct reports do not have to carry the weight of a small number of counties that do not. It is important to note that some of these funding streams have actual fiscal sanctions provided for in a Minnesota Rule or in the enabling legislation, which apply to late or unsatisfactory reporting.

ACTION REQUIRED

- **Submit reports.** County agencies must submit required fiscal reports in time for them to be received at DHS by the due date. These reports must be legible, complete, and in the required paper or electronic format. As a general rule, DHS will not accept faxes. However, please consult Attachment A for exceptions. The applicable deadlines are also listed in Attachment A.
- **If you are going to be late.** If a county agency concludes that a report will be late due to extenuating circumstances, the agency is strongly encouraged to contact DHS as discussed in the Report Deadlines and Late or Unsatisfactory Report section above.
- **Final deadline.** No report will be accepted beyond one year past original deadline for that period. Amended reports must also be submitted in time to meet this one-year deadline. Submission of a report within this one-year deadline is not a guarantee that legislative appropriations remain -- only timely receipt of reports ensures that they will be included in re-allocation, year-end settlements, and similar procedures which may exhaust limited funding.

QUESTIONS

Please address questions regarding the individual reports to the contact person (s) listed in Attachment A. General questions regarding this bulletin should be directed to Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

SPECIAL NEEDS

This information is available in other forms to people with disabilities by contacting us at 651-431-3777 or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech-to-speech relay service).

Fiscal Reports Required by DHS Financial Operations Division

Report: SSTS Log Sheets (DHS SSTS-0804).

Deadline: 7 days after moment date. Final deadline is the 7th day of the first month of the next quarter.

Submission: Only the original log sheet accepted via mail. **No paper copies or faxes are permitted.**

Contact: Danna Reese, (651) 431-3785 or danna.reese@state.mn.us

Report: Income Maintenance Random Moments (IM-RMS)

Deadline: 7 days after moment date. Final deadline is the 1st Friday of the month following quarter end.

Submission: Electronic responses via MAXIS, remaining on the original log sheet accepted via mail only.

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us

Report: Child Care Fund Fiscal Report (DHS-4174)

Deadline: 20 calendar days after the end of each month

Submission: Report can be mailed, faxed or e-mailed. **Please contact Cindy before sending via fax.**

Contact: Cindy Barnier, (651) 431-3752 or cindy.barnier@state.mn.us

Report: Income Maintenance Expense Report (DHS-2550)

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted on the most current excel version (02/07) and e-mailed to dhs.ssf@state.mn.us. **No paper copies or faxes are permitted.**

Contact: Julie Spurgeon, (651) 431-3782 or julie.spurgeon@state.mn.us

Report: Social Services Fund Report (DHS-2556)

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted on the most current excel version (3-08) and e-mailed to dhs.ssf@state.mn.us. **No paper copies or faxes are permitted.**

Contact: Julie Spurgeon, (651) 431-3782 or julie.spurgeon@state.mn.us

Report: Title IV-E Foster Care Abstract (DHS-2570)

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted through the Social Service Information System (SSIS).

No paper copies or faxes are permitted.

Contact: Rhonda Lord, (651) 431-3787 or rhonda.lord@state.mn.us

Report: MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902)

Deadline: 20 calendar days after the end of the quarter

Submission: Report can be mailed, faxed or e-mailed. **Please contact Jerry before sending via fax.**

Contact: Jerry Medlicott, (651) 431-3781 or gerald.medlicott@state.mn.us

Report: Targeted Case Management Client Statistical Report (DHS-3150.2)

Deadline: 30 calendar days after the end of the quarter

Submission: Most counties must submit the report through the Social Service Information System (SSIS). Exceptions must mail in the paper report or transmit via e-mail. **No faxes are permitted.**

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us

Fiscal Reports Required by DHS Financial Operations Division

Report: Social Services Expenditure and Grant Reconciliation (**SEAGR**) Report (DHS-2557)

Deadline: 30 calendar days after the end of the quarter

Submission: Most counties must submit the report through the Social Service Information System (SSIS). Non SSIS counties must submit on the most current excel version (3/08) and e-mail to dhs.ssf@state.mn.us

No paper copies or faxes are permitted.

Contact: Julie Spurgeon, (651) 431-3782 or julie.spurgeon@state.mn.us

Report: LCTS Log Sheet (DHS-3222)

Deadline: 7 days after moment date. Final deadline is the 7th day of the first month of the next quarter.

Submission: Only the original log sheet accepted via mail. **No faxes are permitted.**

Contact: Natalie Brickey, (651) 431-3783 or natalie.a.brickey@state.mn.us

Report: LCTS Cost Reports (DHS-3220, 3220.1, 3220.2, 3220.3)

Deadline: 20 calendar days after the end of the quarter

Submission: Report can be mailed, faxed or e-mailed.

Contact: Natalie Brickey, (651) 431-3783 or natalie.a.brickey@state.mn.us

Report: LCTS Annual Spending Report

Deadline: March 1st of each calendar year

Submission: Only the original report will be accepted via mail. To meet the deadline, paper copies and faxes will be accepted and **MUST** be followed up by the original report.

Contact: Natalie Brickey, (651) 431-3783 or natalie.a.brickey@state.mn.us

Report: Forgotten Children's Fund Report (DHS-0645)

Deadline: Due within 3 months of authorization

Submission: Report can be mailed, faxed or e-mailed. **Please contact Phyllis before sending via fax.**

Contact: Phyllis Meath, (651) 431-3484 or phyllis.meath@state.mn.us

Report: BRASS-Based Grant Fiscal Report (DHS-2895) *for Mental Health Programs*

Deadline: 30 calendar days after the end of the quarter

Submission: Report can be mailed, faxed or e-mailed. **Please contact Ray before sending via fax.**

Contact: Ray Truelson, (651) 431-3780 or ray.truelson@state.mn.us

Report: Food Stamp Employment & Training Administration & Services (DHS-2726d)

Deadline: 20 calendar days after the end each month

Submission: E-mail the report to dhsfsetaccounting@state.mn.us and to steve.erbes@state.mn.us

Contact: Chris Derry, (651) 431-3764 or christine.derry@state.mn.us

Report: Health Care Program Recoveries

Deadline: 20 calendar days after the end each month

Submission: Use MMIS Financial Control to submit these reports.

Contact: Mary Raddatz, (651) 431-3359 or mary.raddatz@state.mn.us

COUNTY CHECKLIST FOR DHS FISCAL REPORTS

The following reports are due from all county human service agencies:

- | | |
|--|--|
| _____ 1. SSTS Log Sheet (DHS SSTS-0804) | random moment date
+ 7 days |
| _____ 2. Income Maintenance Random Moments (IM-RMS) | random moment date
+ 7 days |
| _____ 3. Child Care Fund Fiscal Report (DHS-4174) | month + 20 days |
| _____ 4. Income Maintenance Expense Report (DHS-2550) | quarter + 20 days |
| _____ 5. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 6. Title IV-E Foster Care Abstract (DHS-2570) | quarter + 20 days |
| _____ 7. MFIP Consolidated Fund Support Services Fiscal
Report (DHS-2902) | quarter + 20 days |
| _____ 8. Targeted Case Management
Client Statistical Report (DHS-3150.2) | quarter + 30 days |
| _____ 9. SEAGR Report (DHS-2557) | quarter + 30 days |

The following reports are due from participating county agencies:

- | | |
|---|--|
| _____ 1. LCTS Log Sheet (DHS-3222) | random moment date
+ 7 days |
| _____ 2. LCTS Cost Reports (DHS-3220, 3220.1, 3220.2, 3220.3) | quarter + 20 days |
| _____ 3. LCTS Annual Spending Report | March 1st each year |
| _____ 4. Forgotten Children's Fund Report (DHS-0645) | Due within 3 months
of authorization. |
| _____ 5. BRASS-Based Grant Fiscal Report (DHS-2895)
A (DHS-2895) is required for each grant program specified by DHS | quarter + 30 days |

**The following reports should be submitted only if there is activity to report:
Due Monthly (20 days after the end of each month)**

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|---|
| _____ 1. Food Stamp Employment & Training Administration and Services (DHS-2726d) |
| _____ 2. Health Care Program Recoveries (electronic) |

SUBMIT ALL REPORTS IN TIME TO ARRIVE BY THE DUE DATE TO:

**DHS Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940**