

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

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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
