

NUMBER

#17-32-04

DATE

February 1, 2017

OF INTEREST TO

County Directors

Fiscal Supervisors

ACTION/DUE DATE

Currently in effect

EXPIRATION DATE

February 1, 2019

DHS Issues Instructions for Preparing the Income Maintenance Quarterly Expense Report, Form DHS-2550

TOPIC

Information and instructions for preparing the Income Maintenance Quarterly Expense Report, DHS 2550

PURPOSE

Provides instructions and guidelines for preparing the DHS-2550

Replaces DHS Bulletin No. 14-32-01 dated January 24, 2014

CONTACT

Heide Moris, IMRMS Project Manager

DHS Financial Operations Division (651) 431-3774

heide.moris@state.mn.us or fax (651) 431-7480

SIGNED

ALEXANDRA KOTZE

Chief Financial Officer>

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

The DHS-2550 cost report is used by the Minnesota Department of Human Services (DHS) in conjunction with the county's Income Maintenance Random Moment Time Study (IMRMS) data (bulletin No. 17-32-03, dated February 1, 2017) to determine allowable costs for reimbursement by various federal programs.

II. Changes

Paternity Genetic Determination

Genetic Determination and associated revenue are no longer reported separately in Section B: Child Support Expenditures. Costs associated with determination services and charges should be included on the Other Eligible Services and Charges line. Revenue associated with Genetic Determination should be reported on the Non-PRISM Revenue Offset – Regular line.

Electronic Benefit Transfer (EBT) Fees

Electronic Benefit Transfer (EBT) Fees are no longer collected by counties, therefore that line has been removed from the DHS-2550.

Periodic Data Match Allocation

In 2015 the Legislature appropriated funds for grants to counties for costs related to periodic data matching (PDM) for Medical Assistance and MinnesotaCare recipients. For reporting purposes, these funds are not to be netted off Income Maintenance expenditures on the DHS 2550.

III. Processes

- Web based DHS-2550 cost reports are emailed quarterly to each county's designated fiscal staff on or about the 20th of the last month of the reporting quarter.
- The DHS-2550 is completed and submitted via the web based form.
- Amended reports for prior quarters must be submitted using the web based form.
- Completed reports are due the 20th of the month following quarter end.

IV. Legal Reference

- Code of Federal Regulations, 45 CFR 75
- Code of Federal Regulations, 45 CFR 95, subparts E and G

- Minnesota Statutes, section 256.01

V. Attachments

A. Instructions for Completing the Income Maintenance Quarterly Expense Report (DHS-2550), Reporting Sections

B. Instructions for Completing the Income Maintenance Quarterly Expense Report (DHS-2550), Direct Charging of Salaries

C. Instructions for Completing the Income Maintenance Quarterly Expense Report (DHS-2550), COFARS Accounts

D. The Income Maintenance Quarterly Expense Report Form (DHS-2550)

E. Instructions for Using and Navigating the Income Maintenance Quarterly Expense Report (DHS-2550)

VI. Action Required

The DHS-2550 must be prepared in accordance with the attached instructions. Completed reports are due to DHS within 20 days after the end of the quarter. For deadline extensions, contact Julie Spurgeon at (651) 431-3782. Counties must retain an original signed copy of the submitted DHS-2550 for at least four (4) years for state and federal auditing purposes.

VII. Amended Reports

Counties have one year to revise and submit corrected DHS-2550 quarterly reports. Please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us to discuss the process for submitting a revised report.

VII. Contact Information

Heide Moris (651) 431-3774 heide.moris@state.mn.us - Federal funding from DHS-2550

Matt Hanson (651) 431-4464 matthew.hanson@state.mn.us - Child Support questions

Pete Stahley (651) 431-3748 peter.l.stahley@state.mn.us - TANF & MFIP questions

Julie Spurgeon (651) 431-3782 julie.spurgeon@state.mn.us - County Fiscal Reporting Officer

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) (division's general information phone number) or toll free at (800) 627-3529 (include if available within the

division) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.