

**NUMBER**

#17-68-23

**DATE**

October 24, 2017

**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 24, 2019

## 2017 Social Services Block Grant Annual Report

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**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**

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**SIGNED**

JAMES G. KOPPEL  
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

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Social Services Block Grants (SSBG) enable each state or territory to meet the needs of its residents through locally relevant social services. SSBGs 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 for community-based care, 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 with county agencies. The 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

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### A. Fees

The following persons are eligible for services and not charged a fee:

- Recipients of 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 [#17-68-08](#), was published May 1, 2017. County agencies have the option of using this 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 & 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 at Title XX of the Social Security Act, Block Grants to States for Social Services. [[42 U.S.C. § 1397d](#)]

### III. Public Input

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To fulfill public input requirements, the department publishes this annual report. County agency staff must review and make available to the public the contents of this report and solicit public comments on use of SSBG funds. County agencies are encouraged to integrate public input in its ongoing quality assurance processes.

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

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Email: [jean.thompson@state.mn.us](mailto:jean.thompson@state.mn.us)

## IV. Expenditure Reports

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These reports show expenditures and recipients served during state fiscal year (SFY) 2016, and intended use of funds for SFY 2018. Most SSBG dollars are used for provision of services through county agencies; a small percentage is used by the department for administrative costs. In SFY 2016, Minnesota's SSBG funding was \$31.5 million (\$26.9 million Title XX allocation plus \$4.6 million Temporary Assistance to Needy Families (TANF) transfer funds). A summary of SFY 2016 SSBG expenditures are as follows:

- 1 percent, \$268,696 was used for migrant daycare services
- 5 percent, \$1,343,479 was used by the department for administration and programs
- 94 percent, \$29,907,410 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 2016, SSBG funding accounted for about 7 percent of the \$458 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 an estimate of recipients served. The SSBG SFY 2018 pre-expenditures are projected, based on the federal estimated allocation for state fiscal year (SFY) 2017. Should Congress elect not to fund SSBG at the same level, or if other contingencies arise, the allocations may be adjusted. Included in the pre-expenditures is transfer of TANF into SSBG. No state or local match is required for SSBG.

### B. Post-expenditure Reports

Attachment 2 provides data on 2016 expenditures and recipients served by the Social Services Block Grant.

## Attachment 1

<b>Part A. Estimated Expenditures and Proposed Provision Method</b>				OMB NO.: 0970-0234			
				EXPIRATION DATE: 11/30/2017			
STATE: Minnesota		FISCAL YEAR: SFY 2018		REPORT PERIOD: 07/01/2017 - 06/30/2018			
Contact Person: Jean Thompson		Phone Number: 651-431-3856					
Title: Child Safety and Permanency Planning Coordinator		E-Mail Address: jean.thompson@state.mn.us					
Agency: MN Department of Human Services		Submission Date: May 2017					
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	393,553	63,019	4,841,617	5,298,189	X	X	X
2 Case Management	7,388,579	1,183,128	135,270,956	143,842,663	X	X	X
3 Congregate Meals	46,923	7,514	0	54,437	X	X	X
4 Counseling Services	605,111	96,896	5,816,695	6,518,702	X	X	X
5 Day Care--Adults	65,395	10,472	423,034	498,901	X	X	X
6 Day Care--Children	438,823	0	91,017,495	91,456,318	X	X	X
7 Education and Training Services	992,551	158,938	9,385,371	10,536,860	X	X	X
8 Employment Services	45,997	7,365	0	53,362	X	X	X
9 Family Planning Services	0	0	0	0			
10 Foster Care Services--Adults	62,965	10,472	423,034	498,901	X	X	X
11 Foster Care Services--Children	4,522,947	724,257	82,132,584	87,379,788	X	X	X
12 Health-Related Services	0	0	0	0			
13 Home-Based Services	315,947	50,592	1,795,063	2,161,602	X	X	X
14 Home-Delivered Meals	74,372	11,909	236,111	322,392	X	X	X
15 Housing Services	0	0	0	0			
16 Independent/Transitional Living Services	324,311	51,932	2,931,613	3,307,856	X	X	X
17 Information & Referral	3,305,356	529,285	34,949,169	38,783,810	X	X	X
18 Legal Services	761,507	99,522	7,134,595	7,995,624	X	X	X
19 Pregnancy & Parenting	0	0	0	0			
20 Prevention & Intervention	4,143,142	663,439	58,631,056	63,437,637	X	X	X
21 Protective Services--Adults	813,149	130,209	6,263,305	7,206,663	X	X	X
22 Protective Services--Children	2,187,844	350,338	32,299,100	34,837,282	X	X	X
23 Recreation Services	108,944	17,445	309,440	435,829	X	X	X
24 Residential Treatment	818,182	131,015	10,615,933	11,565,130	X	X	X
25 Special Services--Disabled	393,135	62,952	8,853,238	9,309,325	X	X	X
26 Special Services--Youth at Risk	0	0	0	0			
27 Substance Abuse Services	0	0	0	0			
28 Transportation	600,449	96,150	6,751,293	7,447,892	X	X	X
29 Other Services***	2,082,947	333,543	19,148,680	21,565,170	X	X	X
30 SUM OF EXPENDITURES FOR SERVICES	30,492,129	4,790,003	519,169,529	554,451,661			
31 Administrative Costs	1,202,623	0					
32 SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	31,694,752	4,790,003					
* From which block grant(s) were these funds transferred?		TANF					
** Please list the sources of these funds:		Federal=IV-E, CW-TCM, MA Waivers, IV-B, MA Admin, Mental Health Grants. State= MA Waivers, Children and Community Services Grant, Chemical Dependency Admin, Mental Health Grants. Local = tax levy, state aids 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: SFY 2018						

## Attachment 2

SSBG Post-Expenditure				
SFY 2016 State: Minnesota				
	SSBG Expenditures			
Service Supported with SSBG Expenditures	SSBG Allocation	Funds Transferred into SSBG*	Expenditures of All Other Federal, State, and Local Funds**	Total Expenditures
1) Adoption Services	\$393,947	\$63,019	\$4,841,617	\$5,298,583
2) Case Management	\$7,388,529	\$1,183,128	\$135,270,956	\$143,842,613
3) Congregate Meals	\$46,923	\$7,514	\$0	\$54,437
4) Counseling Services	\$605,114	\$96,896	\$5,816,695	\$6,518,705
5) Day Care--Adults	\$65,395	\$10,472	\$423,034	\$498,901
6) Day Care--Children	\$0	\$0	\$91,017,495	\$91,017,495
7) Education and Training Services	\$992,542	\$158,938	\$9,385,371	\$10,536,851
8) Employment Services	\$45,997	\$7,365	\$0	\$53,362
9) Family Planning Services	\$0	\$0	\$0	\$0
10) Foster Care Services--Adults	\$62,965	\$10,083	\$363,181	\$436,229
11) Foster Care Services--Children	\$4,522,392	\$724,257	\$82,132,584	\$87,379,233
12) Health-Related Services	\$0	\$0	\$0	\$0
13) Home-Based Services	\$316,006	\$50,591	\$1,795,063	\$2,161,660
14) Home-Delivered Meals	\$74,372	\$11,909	\$236,111	\$322,392
15) Housing Services	\$0	\$0	\$0	\$0
16) Independent/Transitional Living	\$324,340	\$51,931	\$2,931,613	\$3,307,884
17) Information & Referral	\$3,305,472	\$529,285	\$34,949,169	\$38,783,926
18) Legal Services	\$621,469	\$99,521	\$7,134,595	\$7,855,585
19) Pregnancy & Parenting	\$0	\$0	\$0	\$0
20) Prevention & Intervention	\$4,143,519	\$663,439	\$58,631,056	\$63,438,014
21) Protective Services--Adults	\$813,073	\$130,209	\$6,263,305	\$7,206,587
22) Protective Services--Children	\$2,187,865	\$350,338	\$32,299,100	\$34,837,303
23) Recreation Services	\$108,978	\$17,445	\$309,440	\$435,863
24) Residential Treatment	\$818,114	\$131,015	\$10,615,933	\$11,565,062
25) Special Services--Disabled	\$393,039	\$62,952	\$8,853,238	\$9,309,229
26) Special Services--Youth at Risk	\$0	\$0	\$0	\$0
27) Substance Abuse Services	\$0	\$0	\$0	\$0
28) Transportation	\$600,710	\$96,150	\$6,751,293	\$7,448,153
29) Other Services***	\$2,082,555	\$333,543	\$19,148,680	\$21,564,778
30) SUM OF EXPENDITURES FOR SERV	\$29,913,316	\$4,790,000	\$519,169,529	\$553,872,845
31) Administrative Costs	\$1,202,623	\$0	\$0	\$1,202,623
32) SUM OF EXPENDITURES FOR SERV	\$31,115,939	\$4,790,000	\$519,169,529	\$555,075,468



SSBG Post-Expenditure						
SFY 2016 State: Minnesota	Recipients					
		Adults Age 59 Years	Adults Age 60 years	Adults of Unknown		
Service Supported with SSBG Expenditures	Children	& Younger	& Older	Age	Total Adults	Total
1) Adoption Services	2,716	221	11	2	234	2,950
2) Case Management	70,378	27,007	20,649	250	47,906	118,284
3) Congregate Meals	0	0	0	0	0	0
4) Counseling Services	1,345	1,029	16	1	1,046	2,391
5) Day Care--Adults	0	32	10	0	42	42
6) Day Care--Children	17,383	0	0	0	0	17,383
7) Education and Training Services	2,362	2,399	194	5	2,598	4,960
8) Employment Services	0	46	2	0	48	48
9) Family Planning Services	0	0	0	0	0	0
10) Foster Care Services--Adults	1	19	6	0	25	26
11) Foster Care Services--Children	17,546	580	0	1	581	18,127
12) Health-Related Services	0	0	0	0	0	0
13) Home-Based Services	95	288	554	0	842	937
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	32	481	59	0	540	572
19) Pregnancy & Parenting	0	0	0	0	0	0
20) Prevention & Intervention	93,247	27,326	3,181	519	31,026	124,273
21) Protective Services--Adults	11	3,255	5,000	357	8,612	8,623
22) Protective Services--Children	34,506	4,867	90	149	5,106	39,612
23) Recreation Services	589	142	5	0	147	736
24) Residential Treatment	826	64	3	0	67	893
25) Special Services--Disabled	161	2,245	390	0	2,635	2,796
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***	3,078	16,330	4,828	247	21,405	24,483
30) SUM OF EXPENDITURES FOR SERVICES	244,276	86,331	34,998	1,531	122,860	367,136
31) Administrative Costs	0	0	0	0	0	0
32) SUM OF EXPENDITURES FOR SERVICES AND ADMIN COSTS	244,276	86,331	34,998	1,531	122,860	367,136

## Americans with Disabilities Act (ADA) Advisory

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