

NUMBER

#19-32-02

DATE

March 27, 2019

OF INTEREST TO

County Directors

Social Services Supervisors and
Staff

Fiscal Supervisors and Staff

Tribal Human Service Directors

Tribal MFIP Consolidated
Support Services Director**ACTION/DUE DATE**

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

EXPIRATION DATE

March 27, 2021

Information to Assist Counties and Tribes with Preparation and Submission of Fiscal Reports

TOPIC

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

PURPOSE

- Provides a checklist for required fiscal reports
- Publishes information on DHS procedures for fiscal reports that are submitted late, incomplete, illegible or not in the required format.
- Replaces DHS bulletin #18-32-01 (January 4, 2018)

CONTACT

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

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.

Background

DHS Financial Operations Division has regularly provided county human service agencies and tribes with a current reference list of fiscal reports required by DHS. Feedback indicates that county and tribal staff have 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 and tribal fiscal reports. We are pleased to acknowledge the fine efforts of county and tribal staff throughout the state which have led to this improvement.

However, the consequences of late reporting should not be underestimated. In some instances, late reporting by even one or two county or tribal agencies can prevent money from flowing to all counties and tribes. 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 and tribes 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 List

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” extension 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
PO 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 or tribal 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 or tribal 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, DHS notifies the county or tribe 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 or tribe plans to correct the problem.

Action Required

- **Submit reports.** County and tribal 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 or tribal 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 Reports section above.
- **Final deadline.** No report will be accepted beyond one year past the 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.

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

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

ATTACHMENT A

Fiscal Reports Required by DHS Financial Operations Division

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

Deadline: 30 calendar days after the end of the quarter

Submission: Report must be submitted via web based application. **No paper copies or faxes are permitted.**

Contact: Josh Jones, (651) 431-3748 or joshua.jones@state.mn.us

Report: Child Foster Care Report

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: Foua Xiong, (651) 431-3781 or foua.x.xiong@state.mn.us

Report: Eligibility Worker Tribal Time Study (EWTTS) Cost Report

Deadline: 20 calendar days after the end of the quarter

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

Contact: Jennifer Walsh, (651) 431-3800 or jennifer.walsh@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 Christi before sending via fax.**

Contact: Christi Tosarello, (651) 431-3740 or christine.tosarello@state.mn.us

Report: Income Maintenance Quarterly Expense Report (DHS-2550)

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted via web based application. **No paper copies or faxes are permitted.**

Contact: Molly Klismith, (651) 431-3739 or molly.klismith@state.mn.us

Report: LCTS Annual Spending Report

Deadline: March 1st of each calendar year

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

Contact: Jennifer Walsh, (651) 431-3800 or jennifer.walsh@state.mn.us

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

Deadline: 20 calendar days after the end of the quarter

Submission: Report must be submitted via web based application. **No paper copies or faxes are permitted.**

Contact: Jennifer Walsh, (651) 431-3800 or jennifer.walsh@state.mn.us

Report: Medicaid Administration Tribal Time Study (MATTS) Cost Report

Deadline: 20 calendar days after the end of the quarter

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

Contact: Jennifer Walsh, (651) 431-3800 or jennifer.walsh@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 must be submitted via web based application. There are a few exceptions, and those reports should be submitted on the most current excel spreadsheet and e-mailed to DHS.SSF@state.mn.us.

No paper copies or faxes are permitted.

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

Report: Relative Custody Assistance (RCA) Report*

*Not all counties are required to submit the RCA report. After five RCA reports with \$0 in claims and no remaining RCA clients, counties can notify the SSIS Help Desk to be removed from the required list.

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: Foua Xiong, (651) 431-3781 or foua.x.xiong@state.mn.us

Report: Social Service Administrative Tribal Time Study (SSATTS) Cost Report

Deadline: 20 calendar days after the end of the quarter

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

Contact: Jennifer Walsh, (651) 431-3800 or jennifer.walsh@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 via web based application. **No paper copies or faxes are permitted.**

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

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 spreadsheet 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: Supplemental Nutrition Assistance Program (SNAP) & Training Administration & Services (DHS-2726d)

Deadline: 30 calendar days after the end of the quarter

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

Contact: Jake Carrigan, (651) 431-3747 or jacob.carrigan@state.mn.us

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

Deadline: 30 calendar days after the end of the quarter

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

No faxes are permitted.

Contact: Amber Ganyaw, (651) 431-3785 or amber.ganyaw@state.mn.us

ATTACHMENT B

COUNTY AND TRIBAL CHECKLIST FOR DHS FISCAL REPORTS

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

- | | |
|---|--------------------------|
| _____ 1. Child Foster Care Report | quarter + 20 days |
| _____ 2. Income Maintenance Expense Report (DHS-2550) | quarter + 20 days |
| _____ 3. MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902) | quarter + 20 days |
| _____ 4. Relative Custody Assistance (RCA) Report* | quarter + 20 days |
| *Not all counties are required to submit the RCA report. After five RCA reports with \$0 submitted and no remaining RCA clients, counties can notify the SSIS Help Desk to be removed from the required list. | |
| _____ 5. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 6. SEAGR Report (DHS-2557) | quarter + 30 days |
| _____ 7. Targeted Case Management Client Statistical Report (DHS-3150.2) | quarter + 30 days |

The following reports are due from participating county and tribal agencies:

- | | |
|---|--|
| _____ 1. LCTS Cost Reports (DHS- 3220.1, 3220.2, 3220.3) | quarter + 20 days |
| _____ 2. BRASS-Based Grant Fiscal Report (DHS-2895) | quarter + 30 days |
| A DHS-2895 is required for each grant program specified by DHS | |
| _____ 3. Food Stamp Employment & Training Administration and Services (DHS-2726d) | quarter + 30 days |
| _____ 4. Forgotten Children's Fund Report (DHS-0645) | Due within 3 months of authorization. |
| _____ 5. LCTS Annual Spending Report | March 1st each year |

The following reports are due from participating tribal agencies:

- | | |
|---|--------------------------|
| _____ 1. Eligibility Worker Tribal Time Study (EWTTS) Cost Report | quarter + 20 days |
| _____ 2. Medicaid Administrative Tribal Time Study (MATTS) Cost Report | quarter + 20 days |
| _____ 3. Social Service Administrative Tribal Time Study (SSATTS) Cost Report | quarter + 20 days |

If the 20th or 30th falls on Saturday, Sunday or a holiday, the report is due on the preceding business day.