

Social Services Block Grant (SSBG) Program Manual

Summary of Changes:

1. Added a page entitled **Acronyms**, for clarity, and used acronyms consistently throughout after identifying them initially;
2. Changed the name of the agency from Department of Health and Human Services to Department of Human Services (DHS) in accordance with State law separating the two agencies;
3. Changed the name of the **SSBG Comprehensive Services Program Plan** to the **SSBG Pre-expenditure Report**, to be consistent with the federal government's terminology;
4. Re-worded throughout to use "shall" for imperatives and "may" for optionals;
5. Revised the Table of Contents to agree with the revised text;
6. Throughout, changed the name of National Goal to Statutory Goal, to be consistent with federal literature;
7. Re-formatted throughout to correct misplaced headers and footers, to eliminate blank pages, and to reduce the number of pages;
8. Re-worded throughout to put in active as opposed to passive voice;
9. In Section 1100 (Purpose), added the clause "to individuals and families", for greater clarity;
10. In Section 1200 (Background), added the clause "within federal regulations" to clarify the responsibility states have. Also re-worded the paragraph listing the statutory goals to agree word-for-word with the federal guidelines found on the United States Department of Health and Human Services, Administration for Children and Families (ACF), website;
11. In Section 1300 (Legal Basis), updated the listing of laws, regulations and OMB Circulars to agree with information on the ACF website;
12. In Section 2000, expanded the language to state that "DHS shall comply with all applicable laws and regulations".
13. In Section 2100, removed some redundant language, re-worded for clarity, and added reference to the two other State agencies to which DHS allocates SSBG funds

14. In Section 2110:
 - Added reference to Policy and Administrative Program Management Unit and listed its functions;
 - Added reference to Comprehensive Annual Financial Report Section (CAFR) and moved responsibility for the **SSBG Post-expenditure Report** from Contract Support Section to CAFR;
 - Moved the responsibility for the **SSBG Pre-expenditure Report** and the **SSBG Program Manual** from General Operations to Contract Support Section;
 - Clarified that Contract Support Section's contract reviews and audits pertain to DHS-held contracts only.
15. In Section 2120:
 - Clarified that it pertains to the agencies outside DHS receiving SSBG as well as to divisions/offices within DHS;
 - Updated the names of some of the Division of County Operations and the Office of Chief Counsel programs;
 - For Division of Youth Services, removed reference to the JUMP program;
 - Added the responsibilities of Arkansas Rehabilitation Services (ARS) and Arkansas Spinal Cord Commission (SCC);
16. In Section 2200, expanded to address the factors to be considered in allocating funds,
17. In Section 2300, added reference to DHS Policy 1052 which governs promulgation of the SSBG Pre-expenditure Report and detailed the promulgation process;
18. In Section 2400, updated the information that must be included in the **SSBG Post-expenditure Report**;
19. In Section 2500, re-worded for clarity;
20. In Section 3100 eliminated some duplication of information;
21. In Section 3400 eliminated some duplication of information regarding discrimination;
22. In Section 3520:
 - Re-formatted and re-worded for clarity;
 - In second sentence of second paragraph, removed reference to 30 days;
23. In Section 3600 re-formatted and re-worded for clarity;

24. In Section 4110:
- Clarified the exceptional circumstances under which a **Form DHS-0100** is not required.
 - Added the following notations:

IMPORTANT: The use of alternate forms from those specified in this Manual may be used only upon the approval of the DHS CFO prior to their usage.

NOTE: In those circumstances where a division authorizes the service by way of a referral or a case plan and the provider does not secure a **Form DHS-0100**, it is the responsibility of the division and/or the provider to ensure that those service recipients are SSBG-eligible.
- Added that a referral from a mental health professional will suffice for documentation of Status Eligible;
 - Added the following paragraph to comply with guidance found on the ACF website;

Providers shall take reasonable steps to ensure that applicants with limited English proficiency have meaningful access to the programs, services, and information.
 - For those instances in which a **Form DHS-0100** is not required, added the requirement for the provider to have a copy of the referral or court order on file;
25. In Section 4121, re-worded for clarity;
26. In Section 4122, removed reference to fees for services;
27. In Section 4210:
- Expanded the definition of “family” and “emancipated minor”;
 - Updated name of the Food Stamp program to the SNAP program;
28. In Section 4220, changed the eligibility criterion of “Arkansas residency” to “Legal Arkansas residency”, meaning the applicant must be a U.S. citizen or have lawful alien status in addition to being an Arkansas resident.
29. In Section 4231:
- Clarified that supporting documentation for the Without Regard to Income eligibility category must be retained in provider’s files.
 - Added that the referral for Status Eligible category may come from a mental health professional;
30. In Section 4232, added that the scale is based on the 1998 Gross Median Income, 60% Scale.
31. In Section 4240 removed some extraneous wording regarding definitions;

32. In Section 4243, added that a referral or court order, under allowable circumstances, can be used to verify need.
33. In Section 4244, re-stated the Statutory Goals to be consistent with federal literature;
34. In Section 4245, identified the corresponding federal SSBG services and codes
35. In Section 4250, addressed again that applicants must be legal Arkansas residents;
36. In Section 4610, added the clause “unless otherwise exempt from this requirement” (i.e., the requirement to use the **Form DHS-0100** for re-evaluations);
37. In Section 4620, added this note: In those circumstances, under which the **Form DHS-0100** is not required, provider shall review and document in the record the client’s continued eligibility for the service.
38. In Section 4630 B., removed reference to client fees;
39. In Section 4634, removed reference to client fees;
40. In Section 4636 deleted first sentence, as redundant;
41. In Section 4700, addressed the possibility the provider’s record might not be required to contain the **Forms DHS-0100** and **DHS-0160**
42. In Section 4710, re-worded entirely;
43. In Section 4800, revised to indicate that Arkansas does not assess client fees;
44. Deleted Sections 4801 through 4864 regarding the assessment of client fees;
45. In Section 5120 expanded the listing of funds that cannot be used to match SSBG;
46. In Section 5300, re-worded to state “advance payment is not allowable . . .”
47. In Section 5620, re-worded for clarity and to expand the list of divisions not required to use the **Form DHS-0145**;
48. In Section 5640 deleted unnecessary examples;
49. In Appendix A, Glossary of Terms, re-worded to make complete sentences, eliminated the repeat of definitions that are found elsewhere in the Manual, and re-defined Spinal Cord Injured;
50. In Appendix B, Component Definitions, defined “Component Definitions” and re-worded to make complete sentences;

51. Deleted section on Service Delivery Areas;
52. In Appendix C, Listing of Service Codes and Unit Codes, added a boxed explanation and updated the listing of services and codes;
53. In Appendix D, Service Chapters, made these changes:
 - ❖ On the first page, changed the name of **SSBG Comprehensive Services Program Plan** to **SSBG Pre-expenditure Report** and eliminated Section C;
 - ❖ For each service , identified the divisions that can use that service;
 - ❖ Updated the eligibility categories where necessary;
 - ❖ Added Service 01, Adoption Services
 - ❖ Added several services under Non-Residential Services for Youth
 - ❖ Added several services under Special Services for the Disabled
 - ❖ Added two services under Substitute Care for Children
 - ❖ Added several services under Supervised Living Services
 - ❖ Added several services under Mental Health Services
 - ❖ Added the service Interstate Compact on Juveniles
 - ❖ Added several services under Coordinated Court Services
 - ❖ Added several services under Supportive Services for Children and Families
 - ❖ Deleted two services and added several services under Substitute Care for Youth
 - ❖ Added several services under` Mental Health Services, Additional Units and deleted several services
 - ❖ Added Service 51, Non-residential Services for Youth, Additional Units
 - ❖ Added several services under Substitute Care for Youth, Additional Units
 - ❖ Added Service 56, Prevention/Intervention Services
54. In Appendix E, Forms and Instructions:
 - ❖ Revised the Form DHS-0100 to add this certification, and addressed this certification in the Instructions:

Certification:

Federal law requires that a written declaration of U.S. citizenship or lawful alien status be made for each individual applying for Social Services Block Grant funding. I declare that all service recipients named on my application are U.S. citizens, U.S. nationals, or lawfully admitted aliens.
 - ❖ Expanded the following sentence on the DHS-0100 instructions to add the phrase in bold:
 - ❖ Revised the **DHS-0145** to remove reference to client fees and revised the Instructions accordingly.
55. Updated the CFDA.