

# DHS ADMINISTRATIVE PROCEDURES MANUAL

## Chapter 904

### Title: Social Services Block Grant Pre-expenditure Report

I. **PURPOSE:** To assure compliance with federal regulations for the Social Services Block Grant (SSBG) program relating to a required plan of service and expenditures.

II. **POLICY:**

A. Before a State receives a SSBG allotment, it must submit an annual pre-expenditure report that describes how the State plans to administer its SSBG funds for the coming year. This report must be submitted 30 days prior to the start of the fiscal year (i.e., June 1). States must report on the intended use of SSBG funds, including the types of activities (or services) to be supported, and the categories and characteristics of individuals to be served (such as children, adults 59 and younger, adults 60 and older, and the disabled) (42 U.S.C. §1397c). While no specific format is required for the pre-expenditure report, States typically provide a narrative of the proposed activities and individuals to be served or a chart with this information by service area. States are also required to submit a revised pre-expenditure report if the planned uses of SSBG funds change during the year.

B. If the deadline cannot be met, Office of Finance and Administration, Contract Support Section (CSS) must request and receive a waiver from the federal government for delayed submission.

C. Reports and waiver requests shall be submitted to:

Social Services Block Grant Program  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
370 L'Enfant Promenade, S.W. 5<sup>th</sup> Floor West  
Washington, DC 20447

III. **PROCEDURES:**

A. Coordination with Program Agencies

Upon notification of allocations made by the DHS Chief Fiscal Officer, CSS shall execute the following steps:

1. Discuss the changes with, and meet with as necessary, the representative(s) from each program division and outside agency receiving SSBG funds;
2. Incorporate changes as necessary, and prepare a draft revision to the

**Report**, tracking changes;

3. Compare the revision to the most recent **SSBG Post-expenditure Report** for significant discrepancies;
  4. Finalize the revision to the **Report**, tracking the changes.
- B. Promulgation
1. Upon completion of an annual or interim **Report**, CSS shall submit the draft to Policy and Administrative Program Management Unit (PAPM) for promulgation in accordance with DHS Policy 1052, Administrative Procedure, Rules Promulgation, to include Executive Staff review, a thirty day public review period and final review and approval by the Legislative Council, Administrative Rules and Regulations Subcommittee.
  2. CSS shall then forward a copy to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Washington D.C.