



MEMORANDUM

TO: Interested Persons and Providers

FROM: Misty Eubanks, Chief Financial Officer

DATE: July 9, 2021

SUBJ: Social Services Block Grant Pre-Expenditure Report

As a part of the federal requirements at Title XX, Section 2004 of the Social Security Act (as enacted in the Omnibus Budget Reconciliation Act of 1981 [P.L. 97-35] and codified at 42 U.S.C. 1397c), attached for your review and comment is the Social Services Block Grant Pre-Expenditure Report.

Public comments must be submitted in writing at the above address or at the following email address: ORP@dhs.arkansas.gov. Please note that public comments submitted in response to this notice are considered public documents. A public comment, including the commenter's name and any personal information contained within the public comment, will be made publicly available and may be seen by various people.

If you have any comments, please submit those comments in writing, no later than August 9, 2021.

NOTICE OF SOCIAL SERVICES BLOCK GRANT PRE-EXPENDITURE REPORT

The Arkansas Department of Human Services (DHS) hereby gives notice of the Social Services Block Grant (SSBG) Pre-Expenditure Report to the citizens of Arkansas for review and comment. The report reflects DHS's plans to expend SSBG funds for the 2022 state fiscal year, July 1, 2021 through June 30, 2022. This notice is given pursuant to the requirements of Title XX, Section 2004 of the Social Security Act (as enacted in the Omnibus Budget Reconciliation Act of 1981 [P.L. 97-35] and codified at 42 U.S.C. 1397c).

The SSBG Pre-Expenditure Report is available for review at the Department of Human Services Office of Rules Promulgation, 2nd floor Donaghey Plaza South Building, 7th and Main Streets, P. O. Box 1437, Slot S295, Little Rock, Arkansas 72203-1437. You may also access and download this notice on the DHS website at <https://humanservices.arkansas.gov/do-business-with-dhs/proposed-rules/>.

Public comments must be submitted in writing at the above address or at the following email address: ORP@dhs.arkansas.gov. All public comments must be received by DHS no later than August 9, 2021. Please note that public comments submitted in response to this notice are considered public documents. A public comment, including the commenter's name and any personal information contained within the public comment, will be made publicly available and may be seen by various people.

A public hearing by remote access only through a Zoom webinar will be held on July 15, 2021, at 2:00 p.m. and public comments may be submitted at the hearing. Individuals can access this public hearing at <https://us02web.zoom.us/j/83057626432>. The webinar ID is 830 5762 6432. If you would like the electronic link, "one-tap" mobile information, listening only dial-in phone numbers, or international phone numbers, please contact ORP at ORP@dhs.arkansas.gov.

If you need this material in a different format, such as large print, contact the Office of Rules Promulgation at 501-320-6266.

The Arkansas Department of Human Services is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed and delivers services without regard to religion, disability, political affiliation, veteran status, age, race, color or national origin. **4502022436**

Misty Eubanks by Carolyn Koito
Misty Eubanks, Chief Financial Officer
Office of Finance *acting CFO*



III. Program Planning

1. Planning for Distribution and Use of Funds

Describe the planning process for determining the State's use and distribution of SSBG funds.

SSBG PRE-EXPENDITURE REPORT

I. PUBLIC INVOLVEMENT IN DEVELOPMENT OF THE PRE-EXPENDITURE REPORT

Social Services Block Grant legislation enables states to claim limited federal funds to provide social services for individuals and families. The services are designed to assist individuals or families to become less dependent on others for financial support or personal care; to protect children and adults from neglect, abuse, or exploitation and to provide family maintenance; to avoid unnecessary or premature institutionalization; and to gain appropriate placement if institutionalization is necessary.

Each state is responsible for determining the social services most appropriate for its citizens. In Arkansas, citizens are involved in the planning process and have an opportunity to respond to planning decisions.

Arkansas uses the Pre-expenditure Report to inform the State's citizens of its plans for implementing the Social Services Block Grant program and to meet the Social Services Block Grant pre-expenditure reporting requirements.

II. ADMINISTRATIVE OPERATIONS OF THE ARKANSAS SSBG PROGRAM

A. Organization of DHS

Arkansas DHS is the State agency designated to administer the State's SSBG program. DHS is a cabinet agency within the executive branch of Arkansas government. The DHS Director reports to the Governor of Arkansas and is responsible for the administration of this unified human service delivery agency. In its delivery of services to the citizens of Arkansas, DHS exemplifies its Mission Statement: **"Together we improve the quality of life of all Arkansans by protecting the vulnerable, fostering independence, and promoting better health."**

DHS is organized into the following divisions and offices:

Division of Shared Services (SS)

Division of Aging, Adult and Behavioral Health Services (DAABHS)

Division of Child Care and Early Childhood Education (DCCECE)

Division of Children and Family Services (DCFS)

Division of County Operations (DCO)

Division of Developmental Disabilities Services (DDS)

Division of Medical Services (DMS)

Division of Community Service and Nonprofit Support (DCSNS)

Division of Youth Services (DYS)

Office of Chief Counsel (OCC)

The functions of each division and office involved in the delivery of services funded through SSBG are described below.

Shared Services is comprised of Office of Finance, Office of Procurement, Office of Information, Office of Human Resources, Office of Security & Compliance, Office of Legislative & Intergovernmental, Office of Communications & Community Engagement and Office of Chief Counsel. Office of Finance manages SSBG funding for DHS and is responsible for preparation of the Pre-expenditure Report and Post-expenditure Report. Office of Procurement develops and reviews DHS contracts for social services funded by SSBG and monitors them for administrative compliance and compatibility with the five statutory goals of SSBG. On July 1st, 2019 the AmeriCorps moved to Arkansas Department of Education. On July 1st, 2019 ADC/DSB moved to Arkansas Department of Commerce.

DAABHS is responsible for:

- Representing older citizens and adults with disabilities by advocating, planning, and developing programs to meet their specific needs, including without limitation transportation, nutrition, socialization, chore services, adult day care, in home services, and protective services
- developing comprehensive mental health programs at the community and state levels
- searching for new prevention and treatment programs
- providing leadership in mental health research and training
- providing detoxification services
- providing Drug and Alcohol Safety Educational Programs
- planning, establishing, maintaining, coordinating and evaluating projects for the development of more effective prevention, intervention and treatment programs/activities to deal with alcohol and drug abuse
- administering the Governor's Office portion of the Department of Education Drug-Free Schools and Communities
- developing and implementing broadly-based programs of alcohol and drug abuse education and prevention, including programs for high-risk youth; and
- providing drug abuse resistance education and replication of successful drug education programs

DAABHS assists several facilities to provide varying types of mental health and substance abuse services, including the Arkansas State Hospital at Little Rock, AR (for intensive care), the Arkansas Health Center at Benton, AR (for comprehensive care), and local private nonprofit organizations (which provide in-patient and out-patient mental health services and drug and alcohol abuse and treatment services).

DCFS is responsible for the delivery and coordination of services for children and families, including foster care, protective services and other child welfare services. DCFS also purchases treatment programs for youth with emotional/behavioral problems. DCFS has the responsibility to inspect, monitor, investigate and make licensing recommendations to the Child Welfare Agency Review Board. The Board licenses all non-exempt child welfare agencies (residential, foster care and adoption). DCFS is a member of the Child Welfare League of America.

DCO is responsible for the administration of the DHS county offices. DCO determines eligibility for the Medicaid, Supplemental Nutrition Assistant Program (SNAP), and Transitional Employment Assistance (TEA). DCO also administers the Community Services Block Grant and Emergency Solutions Grant programs in Arkansas.

DDS is charged with distribution of funds through allocation to DDS providers licensed by Medicaid, for services in accordance with SSBG and state plan. This includes services necessary to maintain a person with a developmental disability in his/her community.

DSB provides services which aid blind and visually impaired persons in attaining self-sufficiency and self-support through training, counseling, and other supportive activities. DSB operates programs, focusing on independent living and vocational counseling. In addition, DSB operates the State's blind vending facility program. July 1st, 2019 DSB moved to Arkansas Department of Commerce.

DYS provides overall management and administration of juvenile services for adjudicated delinquents and families in need of services and certain categories of non-adjudicated youth. DYS is responsible for funding, monitoring and ~~for~~ providing technical assistance to the Youth Services facilities at Alexander, Dermott, Harrisburg, and Mansfield, Arkansas to contracted serious offender programs, and to a statewide network of community-based programs. DYS also administers the Juvenile Justice and Delinquency Prevention Act formula grant funds for the development and implementation of juvenile justice education, prevention, diversion, treatment and rehabilitative programs. The Arkansas Coalition on Juvenile Justice, appointed by the Governor, provides policy direction and sub-grant approval.

OCC, through its sections of Legal Operations, County Operations, Quality Assurance (Fraud Investigations and Audit), Appeals and Hearings, and Policy, provides legal review and representation, fraud, and internal investigations, audit functions, administrative hearings, and policy development for all of DHS.

The following Arkansas State agencies, which are NOT within DHS, also utilize SSBG funding:

- Arkansas Rehabilitation Services (ARS)
- Arkansas Spinal Cord Commission (SCC)
- Division of the Blind (DSB)

B. Non-discrimination Policy

DHS is in compliance with Titles VI and VII of the Civil Rights Act and is operated, is managed, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, creed, color or national origin. DHS gives assurance that it will comply with the applicable nondiscrimination provisions of the Civil Rights Act of 1964, Sections 503 and 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the provisions of 45 CFR, Part 92.

C. Certifications

In consideration of and for the purpose of obtaining the federal financial assistance requested through this Pre-expenditure Report, DHS certifies adherence to the following, copies of which can be found in the Appendices.

- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Certification Regarding Environmental Tobacco Smoke
- Certification Regarding Drug-free Workplace Requirements
- Certification Regarding Lobbying

D. Program Coordination and Utilization

The provision of social services under SSBG is coordinated with other programs providing related human services within the State. It is vital to continually coordinate these programs in order to appropriately utilize social service dollars and service programs to meet the needs of the low-income population. Some of the programs with which the provision of social services under SSBG is coordinated include:

1. Coordination with Economic Assistance Programs

Temporary Assistance to Needy Families (Title IV-A): The provision of financial assistance to low income persons is mandated under Title IV-A of the Social Security Act. Social Services are provided for TEA/WORK PAYS recipients through the SSBG program. The TEA/WORK PAYS program includes a work and training program for TEA/WORK PAYS recipients, has an integral part in the provision of supportive services, and requires coordination with SSBG programs.

Supplemental Security Income (SSI): The Social Security Administration determines eligibility and issues payments for the SSI program for the needy, blind, disabled and aged citizens of Arkansas.

2. Coordination with Medical Assistance Programs

Medicaid (Title XIX): Title XIX of the Social Security Act, the federal statutory basis for the Medical Assistance Program, allows the state to provide financial assistance for low income persons to assist them in securing certain necessary medical services. The cost of the medical services provided to social service clients is covered primarily through the Medical Assistance Program and in accordance with the Arkansas Title XIX Medical Assistance Plan which defines those medical services reimbursable under Title XIX. Services which are inherent responsibilities of a Title XIX facility and intrinsic to its purpose must be provided by the facility under its Title XIX program, not from SSBG funds. Any costs of services not reimbursable through other provisions of the Medical program must be paid from the Title XIX vendor payment. Activities or services which meet, duplicate, or substitute for a facility's service requirements under Title XIX may not be paid for under SSBG. The state may receive reimbursement on a case-by-case basis for some medical or remedial services under SSBG if the client is eligible, if the service is not covered in the Title XIX State Plan or by Medicare, and if the service provided is clearly an integral but subordinate part of a discrete social service specifically defined as such in this Pre-expenditure Report.

3. Coordination with Child Welfare Programs

Child Welfare Programs: Both federal and state law mandate a child welfare service delivery system directed at safety and child protection, preserving and strengthening family life, providing permanency for children who cannot remain or be reunited with their families, and support services for other youth until they reach the age of majority. Title IV-E and Title IV-B, parts I and II, fund the

preponderance of the DCFS program budget for social services and foster care, adoptions, and child welfare training. SSBG funds a relatively smaller portion of the program budget for purchased services costs.

III. FISCAL OPERATIONS OF THE ARKANSAS SSBG PROGRAM

A. Introduction

Federal funding is made available to states through SSBG which was established in October 1981, and which continued the service program funding initially made available through Title XX of the Social Security Act, which was established in 1975.

At the outset of Title XX in 1975, the federal funding level was set at \$2.5 billion nationwide, available to states at a 75 percent rate with 25 percent matching required; an additional \$200 million nationwide was appropriated for day care programs, but without the matching requirement.

With the enacting of SSBG in 1981, the funding was combined into one allotment. The total of this federal funding has varied over the years of the program's operation.

For federal fiscal year 2022, Arkansas is anticipating an allotment of \$14,672.434.

Federal funding allotments to states are based on the federal fiscal year which is in effect from October 1 through September 30. The Arkansas SSBG program operates on the state fiscal year which runs from July 1 through June 30. This is done so that the program can be coordinated as closely as possible with the state budget cycle.

B. Planning Financial Data

Total funding for the Arkansas SSBG program is made up of funds from SSBG and state and local matching (donated and appropriated). The table below shows funding from each source and total estimated funding for state fiscal year 2022.

ESTIMATED SSBG FUNDING FOR ARKANSAS

For State Fiscal Year 2022

<u>SSBG Program (Allotment and Carryforward)</u>	<u>14,672,434</u>
<u>State and Local Matching</u>	<u>74,661,774</u>
	<u>89,334,208</u> TOTAL

Based upon historical data, funding availability, and anticipated needs, the DHS Chief Financial Officer Finance allocates funds to each program area within DHS and to ARS and Arkansas SCC. In turn, these agencies set funding levels for services, based upon historical usage, public input, anticipated needs, and available resources, upon other things.

SSBG funding is utilized to purchase services from public and private community programs throughout the state (**purchased services**) and to pay for the cost of services delivered by staff of agencies within the state, i.e., DHS, ARS, and Arkansas SCC (**direct services**). Some of the costs incurred by the state in administering the program (**administrative costs**) are also funded through SSBG.

- **DIRECT:** Direct program costs are those specifically identified with the delivery of a particular service or activity to achieve one of the five statutory goals of the SSBG program. Direct program costs also include technical assistance and management expenditures related directly to the provision of any of those services; they include activities with administrative qualities that support the provision of a particular SSBG service, not general administration of the grant. Direct program support for SSBG goals and service categories is provided by seven program divisions and two offices of DHS, as well as by ARS and Arkansas SCC.

NOTE: For Shared Services, Contract Support Section, a support office to the seven program divisions, those costs that are not administrative in nature are allocated to costs of services purchased by the program divisions. Direct activities for Shared Services may include meeting with service providers and clients, developing and reviewing contractual documents for the purchase of services, and relevant travel for these activities.

- **ADMINISTRATIVE:** Only DAABHS, ADC/DSB, Shared Services, and DCFS utilize SSBG funding for administrative costs. Administrative costs are those associated with central executive functions that do not directly support the provision of a specific project or service within the scope of coverage of SSBG. Administrative costs are those which cannot be attributed to service recipients and are incurred for common objectives that benefit multiple programs. Activities considered administrative include cost of overall program planning, policy development, budgeting, funds management, reporting, personnel activity, generalized training, and office management.

No more than 9% of the total expenditures of federal funds will be dedicated to administrative costs. Historical data maintained by DBHS and Shared Services regarding their time and activities support their allocation of costs between direct and administrative. The only administrative cost DCFS plans to fund with SSBG is the purchase of child abuse and neglect training for their staff.

DHS has elected to fund all other SSBG administrative expenditures from other sources in order to have more SSBG funds available for the purchase or direct delivery of services. For those situations, only the costs funded by SSBG have been shown.

**DHS ALLOCATIONS FOR SSBG FUNDING
FOR STATE FISCAL YEAR 2022**

Agency or Program Area	Match	Federal	Total
Shared Services(Contract Support Section)	\$0	\$0	\$0
Shared Services(Financial Mgnt) ADMIN	\$0	\$200,781	\$200,781
Shared Services(Financial Mgnt)SERVICES	\$0	\$0	\$0
DAABHS	\$58,145,371	\$3,716,592	\$61,861,963
DCFS	\$0	\$4,234,914	\$4,234,914
DCO	\$402,962	\$127,281	\$530,243
DDS	\$3,142,841	\$1,601,739	\$4,744,580
ADC/DSB	\$0	\$11,526	\$11,526
DYS	\$12,937,857	\$3,126,889	\$16,064,746
OCC	\$0	\$755,418	\$755,418
ARS	\$0	\$799,063	\$799,063
SCC	\$32,743	\$98,230	\$130,973
TOTALS	\$74,661,774	\$14,672,433	\$89,334,207

C. Total Estimated Funding per Source by Division/Office

Division/ Office	SSBG Allocation	Carry Over From Previous FY	Funds Transferred into SSBG	Carry Over Funds Transferred into SSBG from Previous FY	Expenditures of All Other Federal, State and Local Funds***	Total Expenditures
SS (CSS)*	\$0	\$0	\$0	\$0	\$0	\$0
SS (Fin.Mng.)	\$200,781	\$0	\$0	\$0	\$0	\$200,781
SS (Fin.Mng.)	\$0	\$0	\$0	\$0	\$0	\$0
DAABHS	\$3,716,592	\$0	\$0		\$58,222,388	\$61,938,980
DCFS*	\$4,234,914	\$0	\$0			\$4,234,914
DCO	\$127,281	\$0	\$0		\$3,187	\$130,468
DDS	\$1,601,739	\$0	\$0	\$0	\$3,142,841	\$4,744,580
ADC/DSB*	\$11,526	\$0	\$0	\$0	\$0	\$11,526
DYS	\$3,126,889	\$0	\$0		\$12,937,857	\$16,064,746
OCC	\$755,418	\$0	\$0	\$0	\$0	\$755,418
ARS	\$799,063	\$0	\$0		\$0	\$799,063
SCC	\$98,230	\$0	\$0		\$32,743	\$130,973
TOTAL	\$14,672,433	\$0	\$0	\$0	\$74,339,016	\$89,011,449

* Of the planned federal amount, the following is dedicated for Administrative expenses:

OFA (Contract Support Section)	\$0	
OFA (Financial Management)	\$200,781	
DBHS	\$0	
DCFS	\$45,000	
ADC/DSB	\$11,526	
OCC	\$45,000	
TOTAL	\$302,307	2.06% (less than 9% of planned federal allocation)

D. Funding Percentages

Approximate funding percentages are as follows:

- 16.48% Federal SSBG funding
- 83.52% All Other Federal, State and Local funds
- 100.00% Total Funding

E. Reporting

Arkansas has a reimbursement system that provides service delivery data to provide an accurate picture of service delivery patterns for the Arkansas SSBG program, which is instrumental in the planning process.

OFA prepares and compiles reports containing information about services delivered to clients and service expenditures. This Post-expenditure Report addresses expenditures by service, age range of recipients, and statutory goals.

F. Program Monitoring and Evaluation

Each DHS division and office are responsible for monitoring and evaluating (either directly or through contract) all services provided with its allocation of SSBG funds. This monitoring is crucial to determining the effectiveness of the SSBG-funded programs and, therefore, significant in future planning. Evaluations include on-site monitoring visits on a sampling basis.

The reviews are based on federal and state regulations, the contract agreement, licensing and certification standards, program criteria and guidelines, and social work practice. In addition to the monitoring and evaluation performed by the appropriate division or office, each contract provider is to utilize an internal monitoring and evaluation process. The monitoring component should ensure that the services billed are delivered to eligible clients in accordance with the terms of the contract. The evaluation should indicate the degree of achievement attributable to the program in relation to stated program goals and objectives.

G. Other Funding for Services

DHS divisions and offices, as well as the two agencies which are not within DHS (ARS, SCC and ADC/DSB), utilize a variety of federal, state, and other funding along with SSBG funding in the programs for which they are responsible, to maximize service provision. Due to DHS reorganization in 2018-2019, DSB has moved to Arkansas Department of Commerce.

H. Cost Allocation

DHS Divisions/Offices: Costs are allocated to programs, including SSBG, in accordance with the DHS Cost Allocation Plan approved by the federal Department of Health and Human Services, Division of Cost Allocation.

Expenditures are charged directly to the program(s) involved, through the Cost Center(s)/Internal Order(s) in which they incurred.

For ARS, SCC and DSB, similarly, expenditures are charged directly to the program(s) involved, through the cost Center(s)/Internal Order(s) in which they incurred.

2. Describe the Characteristics of Individuals to be Served

Include definitions for child, adult, and family; eligibility criteria; and income guidelines.

A child is defined as a person who has not reached the aged of eighteen (18) years and shall be considered minor. An adult is defined as a person to be a minimum age of eighteen (18) years or older. A family is defined as an individual living alone or a group of individuals living together. The group does not need to be related by blood or marriage.

The eligibility categories for financial criteria are defined as follows:

TEA/WORK PAYS: This category refers to recipients of TEA/WORK PAYS as well as essential persons and adult relatives whose needs were taken into account in determining the TEA/WORK PAYS grant.

SSI: This category refers to any aged, blind, or disabled individual receiving SSI benefits.

Income Eligible Recipients: This category refers to individuals whose income does not exceed the income levels shown below. Eligibility under this category is based on percentages of median income adjusted by family size. The income scale is based on the Estimated State Median Income for Federal Fiscal Year 1998 issued by the Administration for Children and Families, Department of Health and Human Services.

Without Regard to Income: This category refers to individuals for whom financial status is not considered.

Individuals receiving Protective Services for Adults or Protective Services for Children are eligible for SSBG services under this designation. When required by a protective service case

plan, any service funded by SSBG and described in this Pre-expenditure Report may be provided without regard to income.

Services to DCFS clients may be provided without regard to income if they are needed as a result of a case plan for:

- family support/reunification,
- prevention or remedy of abuse, neglect or exploitation of children,
- crisis intervention with children and families, or
- helping adoptive and extended families at risk or in crisis.

Documentation supporting the use of this category for DCFS clients must be retained in the provider's case record.

Services to DDS clients that are needed as a result of a case plan for DDS may be provided without regard to income. The required documentation is an Individual Program Plan and DDS eligibility determination, which must be retained in the provider's case record.

Services by Special Olympics of Arkansas needed as a result of a determination of eligibility for Special Olympics services by an agency or a professional in any given local area may be provided without regard to income. The required documentation showing eligibility for Special Olympics services, legal Arkansas residency and need for service would be at the local level. These requirements would result in an exception to completing the DHS100 for the participants/guardians who would not have to complete the form.

Individuals who need services provided from ARS as a result of a case plan for services related to obtaining employment, independent living or supported employment. The documentation required to be retained in the client's record consists of the ARS Certification of Eligibility and the Individualized Plan for Employment, Independent Living or Supported Employment.

Status Eligible: This category can be used to establish eligibility for clients of DYS who fall into the priority target population of DYS. Youth in this category are eligible regardless of financial status; however, documentation must exist in the provider's case record that the youth is either a delinquent or family in need of services or at risk when referred by parent or guardian, law enforcement, mental health professional, or school.

Additional or substitute requirements to satisfy eligibility standards may only be established on an individual contract basis upon written approval by the DHS Chief Fiscal Officer or designee.

C. Application Process

Application for services may be made either by the applicant or the applicant's authorized representative in the office of a contract provider or in the DHS County office in the county in which the applicant resides.

D. Maximum Allowable Income

Under the direction of O, contract provider agencies generally assume responsibility for completion of application documents, determination of the client's residency and eligibility, and authorization for purchased services as appropriate.

Financial eligibility is determined on the basis of the applicants' statements (referred to as the Declaration Method). The staff shall inform the applicant that he or she has a right to a hearing if dissatisfied either with the handling of the application or the length of time between a favorable decision of eligibility and receipt of the service.

MAXIMUM ALLOWABLE INCOME FOR SSBG ELIGIBILITY

FOR PROGRAM YEAR SFY 2022, SHOWN BY FAMILY SIZE

2020 Federal Poverty Guidelines Chart

Family Size	Annual Income	Monthly Income
1	\$ 12,760	\$ 1,063
2	\$ 17,240	\$ 1,437
3	\$ 21,720	\$ 1,810
4	\$ 26,200	\$ 2,183
5	\$ 30,680	\$ 2,557
6	\$ 35,160	\$ 2,930
7	\$ 39,640	\$ 3,303
8	\$ 44,120	\$ 3,677

Annual Income - Add \$4,480 for each person in household over 8 persons.

Monthly Income - Add \$373 for each person in household over 8 persons.

3. Public Inspection of Pre-Expenditure Report

Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).

See attachments for Appendices

PS. All the service codes need to have this section added to [d. Description of Recipients (eligibility considerations)]. See below.

d. Description of Recipients (eligibility considerations)

SSBG funded services are provided free of cost to those who are eligible.

In order to receive a service paid through SSBG funds, an individual must meet three basic requirements:

- The individual must need the service in order to attain or maintain one of the five statutory goals.
- The individual must be a legal resident of the State of Arkansas while receiving the service.
- The individual must meet the financial criteria peculiar to the service for which application is made.

The eligibility categories for financial criteria are defined as follows:

TEA/WORK PAYS: This category refers to recipients of TEA/WORK PAYS as well as essential persons and adult relatives whose needs were taken into account in determining the TEA/WORK PAYS grant.

SSI: This category refers to any aged, blind, or disabled individual receiving SSI benefits.

Income Eligible Recipients: This category refers to individuals whose income does not exceed the income levels shown below. Eligibility under this category is based on percentages of median income adjusted by family size. The income scale is based on the Estimated State Median Income for Federal Fiscal Year 1998 issued by the Administration for Children and Families, Department of Health and Human Services.

Without Regard to Income: This category refers to individuals for whom financial status is not considered.

Individuals receiving Protective Services for Adults or Protective Services for Children are eligible for SSBG services under this designation. When required by a protective service case plan, any service funded by SSBG and described in this Pre-expenditure Report may be provided without regard to income.

Services to DCFS clients may be provided without regard to income if they are needed as a result of a case plan for:

- family support/reunification,
- prevention or remedy of abuse, neglect or exploitation of children,
- crisis intervention with children and families, or
- helping adoptive and extended families at risk or in crisis.

Documentation supporting the use of this category for DCFS clients must be retained in the provider's case record.

Services to DDS clients that are needed as a result of a case plan for DDS may be provided without regard to income. The required documentation is an Individual Program Plan and DDS eligibility determination, which must be retained in the provider's case record.

Services by Special Olympics of Arkansas needed as a result of a determination of eligibility for Special Olympics services by an agency or a professional in any given local area may be provided without regard to income. The required documentation showing eligibility for Special Olympics services, legal Arkansas residency and need for service would be at the local level. These requirements would result in an exception to completing the DHS100 for the participants/guardians who would not have to complete the form.

Individuals who need services provided from ARS as a result of a case plan for services related to obtaining employment, independent living or supported employment. The documentation required to be retained in the client's record consists of the ARS Certification of Eligibility and the Individualized Plan for Employment, Independent Living or Supported Employment.

Status Eligible: This category can be used to establish eligibility for clients of DYS who fall into the priority target population of DYS. Youth in this category are eligible regardless of financial status; however, documentation must exist in the provider's case record that the youth is either a delinquent or family in need of services or at risk when referred by parent or guardian, law enforcement, mental health professional, or school.

Additional or substitute requirements to satisfy eligibility standards may only be established on an individual contract basis upon written approval by the DHS Chief Fiscal Officer or designee.

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BLOCK GRANT PRE-EXPENDITURE REPORT
Amendment #1**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

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SOCIAL SERVICES BLOCK GRANT PRE-EXPENDITURE REPORT
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Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g. • volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**Certification Regarding Drug-Free Workplace Requirements
Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other

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designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Arkansas Department of Human Services
Contract Support Section
700 south Main Street
Little Rock, AR 72201 (Pulaski County)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.



Signature

Misty B. Eubanks 05/05/2021

Date

Chief Financial Officer, Office of Finance
Title

Arkansas Department of Human Services
Organization

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CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Misty B Eubanks Misty B. Eubanks 05/05/2021
Signature Date

Chief Financial Officer, Office of Finance
Title

Arkansas Department of Human Services
Organization

ARKANSAS DEPARTMENT OF HUMAN SERVICES
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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

 _____ Misty B. Eubanks 05/05/2021
Signature Date

Chief Financial Officer, Office of Finance
Title

Arkansas Department of Human Services
Organization

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES BLOCK GRANT PRE-EXPENDITURE REPORT
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations

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for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency:

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions
Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, ((Page 33043)) should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ..Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
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person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Misty B Eubanks Misty B. Eubanks 05/05/2024
Signature Date

Chief Financial Officer, Office of Finance
Title

Arkansas Department of Human Services
Organization

Arkansas

Sen. Jason Rapert
Senate Chair
Sen. Eddie Cheatham
Senate Vice Chair



Rep. Richard Womack
House Chair
Rep. DeAnn Vaught
House Vice Chair

Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

LEGISLATIVE JOINT AUDITING COMMITTEE ARKANSAS LEGISLATIVE AUDIT

INDEPENDENT AUDITOR'S REPORT

Department of Human Services
Legislative Joint Auditing Committee

Report on the Financial Statements

We have audited the accompanying financial statements of the major fund and the aggregate remaining fund information of the Department of Human Services, a department of Arkansas state government, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Department of Human Services' departmental financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the major fund, the aggregate remaining fund information of the Department of Human Services as of June 30, 2019, the changes in financial position thereof, and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As indicated above, the financial statements of the Department of Human Services are intended to present the financial position, the changes in financial position, budgetary comparisons of only that portion of the major fund, and the aggregate remaining fund information of the State that is attributable to the transactions of the Department of Human Services. They do not purport to, and do not, present fairly the financial position of the State as of June 30, 2019, the changes in its financial position, and budgetary comparisons for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

The Governmental Accounting Standards Board requires that a Management's Discussion and Analysis be presented to supplement government-wide financial statements. However, as discussed in the "Emphasis of Matter" paragraph above, the financial statements of the Department of Human Services are only for the specific transactions and activity of the Agency and not for the State as a whole. Therefore, the Management's Discussion and Analysis is not required to be presented for the Department of Human Services individually. Our opinions on the departmental financial statements is not affected by the omission of this information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department of Human Services' departmental financial statements. The Schedule of Selected Information and Other General Information are presented for purposes of additional analysis and are not a required part of the departmental financial statements.

The Schedule of Selected Information and Other General Information have not been subjected to the auditing procedures applied in the audit of the departmental financial statements, and accordingly, we do not express an opinion or provide any assurance on this information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 11, 2020, on our consideration of the Department of Human Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Department of Human Services' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department of Human Services' internal control over financial reporting and compliance.

ARKANSAS LEGISLATIVE AUDIT



Roger A. Norman, JD, CPA, CFE, CFF
Legislative Auditor

Little Rock, Arkansas
August 11, 2020
SA1971019

APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY

OMB APPROVED
Control No: 4040-0020
Expires 01/31/2023
Version 01.1

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan <input type="radio"/> Funding Request	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other * Other (Specify)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update State Use Only: 5. Date Received By State: 6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: Arkansas			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1710422536A1		* c. Organizational DUNS: 809873268	
* d. Address:			
* Street 1:	Donaghey Plaza West 4th Floor	Street 2:	PO Box 1437 Slot DPW 401
* City:	LITTLE ROCK	County:	
* State:	AR	Province:	
* Country:	United States	* Zip / Postal Code:	72203 - 1437
e. Organizational Unit:			
Department Name: AR Department of Human Services		Division Name: Office of Finance	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Kim	Middle Name:	* Last Name: Russell
Suffix:	Title: Assistant Controller	Organizational Affiliation:	
* Telephone Number: 501-320-6551	Fax Number:	* Email: Kim.Russell@dhs.arkansas.gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency: Administration for Children and Families, Office of Community Services			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles 1		93.667	Social Services Block Grant
11. Descriptive Title of Applicant's Project			
12. Areas Affected by Funding:			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2021	b. End Date: 09/30/2022	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			

b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
Attach supporting documents as specified in agency instructions.	

FEDERAL FINANCIAL REPORT (FFR)


1. Federal Agency and Org. Element to Which Report is Submitted Administration for Children and Families		2. Federal Grant or Other Identifying Number Assigned By Fed. Agency (To report multiple grants, use FFR Attachment) 2001ARSOSR	
3. Recipient Organization (Name and complete address including Zip code)			
4. Grantee Name Arkansas		Grantee Name2 Department of Human Services	
Grantee Street Address1 Donaghey Plaza West 4th Floor		Grantee Street Address2 PO Box 1437 Slot DPW 401	
Grantee Street Address3			
Grantee City LITTLE ROCK	Grantee State AR	Grantee Zip 5 72203	Grantee Zip +4 1437
4a. DUNS Number 809873268	4b. EIN 1710422536A1	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="radio"/> QUARTERLY <input type="radio"/> SEMI-ANNUAL <input checked="" type="radio"/> ANNUAL
		Final Report <input checked="" type="radio"/> NO <input type="radio"/> YES	
7. Basis of Accounting <input checked="" type="radio"/> CASH <input type="radio"/> ACCRUAL	8. Project/Grant Period From (Month, Day, Year) 10/01/2019	To: (Month, Day, Year) 09/30/2021	9. Reporting Period End Date (Month, Day, Year) 09/30/2020

Transaction Information

10. TRANSACTIONS	Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	\$10,592,312
b. Cash Disbursements	\$11,022,252
c. Cash on hand (line a minus b)	-\$429,940
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$11,004,326
e. Federal share of expenditures	\$11,022,252
f. Federal share of unliquidated obligations	\$0
g. Total Federal share (sum of line e plus line f)	\$11,022,252
h. Unobligated balance of Federal funds (line d minus g)	\$0
Recipient Share:	
i. Total recipient share required	\$0
j. Recipient share of expenditures	\$0
k. Remaining recipient share to be provided (line i minus j)	\$0
Program Income:	
l. Total Federal program income earned	\$0
m. Program income expended in accordance with the deduction alternative	\$0
n. Program income expended in accordance with the addition alternative	\$0
o. Unexpended program income (line l minus line m or line n)	\$0

Indirect Expense

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
No. 1		0.00%			\$0	\$0	\$0
g. Totals:					\$0	\$0	\$0

12. Remarks SSBG20 expenses exceed allotment due to the final allotment for July 2020 not appearing to be included on the FY20 Annual Report.	
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
a. Typed or Printed Name and Title of Authorized Certifying Official Kim Russell	c. Telephone (Area code, number and extension)
Certification Title	d. Email address kim.russell@dhs.arkansas.gov
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 10/30/2020

Report Attachment (For reporting multiple grants)

14. List Information below for each grant covered by this report.	Federal Grant Number	Recipient Account Number	Cumulative Federal Cash Disbursement

Federal Financial Report (FFR)

No. 1			\$0
Total (Should correspond to the amount on Line 10b)			\$0

Division of Social Services

Social Services Block Grant

Intended Use Plan

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is _____. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: SSBG@acf.hhs.gov.

II. Administrative Operations

1. Administering Agency _____

2. Location _____

3. Mission/Goals of Agency

4. Description of Financial Operations Systems

III. Program Planning

1. Planning for Distribution and Use of Funds

Describe the planning process for determining the State's use and distribution of SSBG funds.

2. Describe the Characteristics of Individuals to be Served

Include definitions for child, adult, and family; eligibility criteria; and income guidelines.

3. Public Inspection of Pre-Expenditure Report

Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).

IV. Program Operations

Complete one table for each service category provided by the state during the reporting period.

1. Program Operations – Adoption Services (NOT APPLICABLE)

a. Service Category (use uniform definition) – Adoption Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

2. Program Operations – Case Management Services- (NOT APPLICABLE)

a. Service Category (use uniform definition) – Case Management Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

3. Program Operations – Congregate Meals

a. Service Category (use uniform definition) – Congregate Meals
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency DAABHS
g. Subgrantee / Service Providers

4. Program Operations – Counseling Services

a. Service Category (use uniform definition) – Counseling Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

5. Program Operations – Day Care Services – Adults

a. Service Category (use uniform definition) – Day Care Services – Adults
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

6. Program Operations – Day Care Services – Children

a. Service Category (use uniform definition) – Day Care Services – Children
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

7. Program Operations – Education and Training Services- (NOT APPLICABLE)

a. Service Category (use uniform definition) – Education and Training Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

8. Program Operations – Employment Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Employment Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

9. Program Operations – Family Planning Services -(NOT APPLICABLE)

a. Service Category (use uniform definition) – Family Planning Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

10. Program Operations – Foster Care Services for Adults - (NOT APPLICABLE)

<p>a. Service Category (use uniform definition) – Foster Care Services for Adults</p>
<p>b. SSBG Goal</p>
<p>c. Description of Services</p>
<p>d. Description of Recipients (eligibility considerations)</p>
<p>e. Method of Delivery and Geographic Area</p>
<p>f. Partnering State Agency</p>
<p>g. Subgrantee / Service Providers</p>

11. Program Operations – Foster Care Services for Children - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

12. Program Operations – Health Related and Home Health Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Health Related and Home Health Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

13. Program Operations – Home Based Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Home Based Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

14. Program Operations – Home Delivered Meals

a. Service Category (use uniform definition) – Home Delivered Meals
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

15. Program Operations – Housing Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Housing Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

16. Program Operations – Independent and Transitional Living Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Independent and Transitional Living Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

17. Program Operations – Information and Referral - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Information and Referral
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

18. Program Operations – Legal Services

a. Service Category (use uniform definition) – Legal Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

19. Program Operations – Pregnancy and Parenting Services for Young Parents - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Pregnancy and Parenting Services for Young Parents
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

20. Program Operations – Prevention and Intervention Services

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

21. Program Operations – Protective Services for Adults

a. Service Category (use uniform definition) – Protective Services for Adults
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

22. Program Operations – Protective Services for Children

a. Service Category (use uniform definition) – Protective Services for Children
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

23. Program Operations – Recreational Services

a. Service Category (use uniform definition) – Recreational Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

24. Program Operations – Residential Treatment Services

a. Service Category (use uniform definition) – Residential Treatment Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

25. Program Operations – Special Services for Persons with Developmental or Physical

a. Service Category (use uniform definition) – Special Services for Persons with Developmental or Physical
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

26. Program Operations – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity

a. Service Category (use uniform definition) – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

27. Program Operations – Substance Abuse Services

a. Service Category (use uniform definition) – Substance Abuse Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

28. Program Operations – Transportation Services

a. Service Category (use uniform definition) – Transportation Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

29. Program Operations – Other Services - (NOT APPLICABLE)

a. Service Category (use uniform definition) – Other Services
b. SSBG Goal
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

V. Appendices

Appendix A: Documentation of Public Hearing

Attach documentation of public hearing, such as public hearing notices, websites, electronic correspondence, letters, newspaper articles, etc.

Appendix B: Certifications

Attach signed copies of the following certifications

1. Drug-Free Workplace Requirements
2. Environmental Tobacco Smoke
3. Lobbying
4. Debarment, Suspension and Other Responsibility Matters

Appendix C: Proof of Audit

Federal regulations state that: "Each State shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title...Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary." (Sec. 2006 [42 U.S.C. 1397a, Sec. 2006]).

Provide a copy or link to the most recent audit, or a description of the audit that specifies when the audit occurred and summarizes the results of the audit.

Appendix D: SF 424M

Scanned copy must be uploaded with application

Appendix E: Federal Financial Report (FFR) For SF-425 Federal Financial Reporting (FFR) Form SF-425

Scanned copy must be uploaded with the Intended Use Plan