



**M A G**

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Social Services Block Grant (SSBG)

Policy

#### AUTHORITY AND SCOPE:

Social Services Block Grant rules are issued by the U.S. Department of Health and Human Services, Administration for Children and Families, under the Catalog of Federal Domestic Assistance (CFDA) # 93.667. Federal funds are passed through the Utah Department of Human Services to MAG. The SSBG program is subject to regulations periodically published in the Federal Register.

#### SSBG OVERVIEW:

SSBG funds are awarded directly to States, and the State and local communities are fully responsible, within the limitations of the law, for determining the use of their funds. The State and local communities have the flexibility to determine what services are provided, who is eligible to receive services, and how funds are distributed among various providers within the State of Utah and local communities.

SSBG funds enable local agencies to furnish social services best suited to meet the needs of the individuals residing within their community. Such services may include, but are not limited to:

- daycare for children or adults
- protective services for children or adults
- services to people with disabilities
- adoption
- case management
- health-related services
- transportation
- foster care for children or adults
- substance abuse
- housing
- home-delivered meals
- independent/transitional living
- employment services
- information and referral

The entire scope of SSBG uniform definitions of services can be found at:

<https://www.acf.hhs.gov/ocs/law-regulation/ssbg-legislation-uniform-definition-services>

Services that may be provided with SSBG funds include but are not limited to those referenced above and may include any other social services needed by the grantee's population.

Regardless of the services funded by the SSBG funds, they must be used to provide services directed toward one of the following five goals specified in the law:

1. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;
2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;

3. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interest, or preserving, rehabilitating or reuniting families;
4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care;
5. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.

#### COMMITTEE RESPONSIBILITIES:

The SSBG Committee is made up of representatives from Summit, Utah, and Wasatch Counties, including those from government and non-profit organizations. The Committee will have no fewer than six (6) members and no more than nine (9). There shall be at least two (2) representatives from each of the three (3) counties with no more than three (3) representatives per county. The Committee will annually elect a Committee Chair and Vice Chair.

The SSBG Committee will meet at least twice a year to evaluate applications and determine awards and to evaluate policy and scoring criteria. Scoring is annually reviewed, evaluated, and updated by the SSBG Committee. The Committee establishes funding priorities, and scoring is adjusted and approved to reflect that.

#### ELIGIBILITY:

Agencies and organizations within Summit, Utah, and Wasatch Counties that provide applicable services to individuals with disabilities, domestic violence victims, seniors, low- and moderate-income households, and other social service needs are eligible to apply. Only those who can commit to meeting the contract and reporting deadlines should apply. If Grantees fail to meet deadlines they may forfeit their awards, and the award amounts will be reassigned by the Committee to other eligible recipients.

Prior grantees should spend 50% of their funds by time of application deadline or give an explanation as to why they haven't spent the funds in order to be eligible to apply.

Grantees will be required to provide proof of general liability insurance, workers' compensation, W-9s or TC 721C, licensure by the State of Utah or business license (if applicable), and a grantee checklist prior to contracting with MAG.

#### REPORTING REQUIREMENTS:

SSBG grantees must report on individuals who receive services paid for in whole or in part with funds made available under the SSBG guidelines outlined at the time of award

notifications. Quarterly statements of expenditures are required of all SSBG grantees/contractors. These statements of expenditure must be submitted by the 15th day following the end of the month for which the grantee is billing. If Grantees fail to meet deadlines they may forfeit their awards at MAG's discretion. The grantee must maintain an adequate accounting system to identify and support all expenditures billed. All grantees/contractors are required to submit audit reports according to the requirements of the Single Audit Act.

Grantees are required to follow guidelines outlined during Grantee Trainings held in the spring of each year. Additionally, the State of Utah's Health and Human Services requires SSBG recipients to meet their grant awards with a 25% match. Grantees are also required to report on those they serve, including duplicated or unduplicated client counts, age, city/county residence, and the applicable service code.

#### Service Codes

|    |                                 |
|----|---------------------------------|
| 1  | Adoption Services               |
| 2  | Case Management                 |
| 3  | Congregate Meals                |
| 4  | Counseling Services             |
| 5  | Day Care-Adult                  |
| 6  | Day Care-Children               |
| 7  | Education and Training Services |
| 8  | Employment Services             |
| 9  | Family Planning Services        |
| 10 | Foster Care Services-Adults     |
| 11 | Foster Care Services-Children   |
| 12 | Health Related Services         |
| 13 | Home Based Services             |
| 14 | Home Delivered Meals            |
| 15 | Housing Services                |

|    |                                          |
|----|------------------------------------------|
| 16 | Independent/Transitional Living Services |
| 17 | Information & Referral                   |
| 18 | Legal Services                           |
| 19 | Pregnancy & Parenting                    |
| 20 | Prevention & Intervention                |
| 21 | Protective Services-Adults               |
| 22 | Protective Services-Children             |
| 23 | Recreation Services                      |
| 24 | Residential Treatment                    |
| 25 | Special Services-Disabled                |
| 26 | Special Services- Youth at Risk          |
| 27 | Substance Abuse Services                 |
| 28 | Transportation                           |
| 29 | Other Services                           |

Additionally, grantees are required to follow any reporting requirements communicated at the time of grant award/service.

SSBG Client Eligibility: Grantees are required to determine client eligibility for SSBG funds. As outlined in the State of Utah's Standard Operating Procedures Services for Contracts Written with Discretionary Social Services Block Grant Funds, SSBG funds are used for a variety of services and some people may qualify for several services using the differing criteria. The major categories of eligibility are as follows:

Universal - Any child, disabled adult, or victim of domestic violence in the state qualifies for protective services, including support services, such as day care for children or adults, home based services, and adult foster care. Protective investigation and supervision are provided without cost. Persons receiving adult day care may be charged a fee, depending on income. Adult foster care recipients must pay room and board, and may pay other costs, depending on income. People eligible for some prevention/education programs are without fees. Anyone in the community is eligible for information/referral without a fee.

People with Disabilities - Disability means severe, chronic disability diagnosed by a licensed professional that: is attributable to mental and physical impairments; or a combination of mental and physical impairments; is likely to continue indefinitely; requires a combination or sequence of special interdisciplinary or generic care, treatment, or other services that may continue throughout life and must be individually planned and coordinated; and results in a substantial functional limitation in three or more of the following major life activity areas: 1) self-care; 2) receptive and expressive language; 3) learning; 4) mobility; 5) self-direction; 6) capacity for independent living; or 7) economic self-sufficiency.

Child Care - The Office of Family Support (OFS) uses SSBG funds in all child care programs. For child care providers to access the Federal Food Program, a percentage of children in their care must have child care paid from SSBG funds. Food program rules do not specify the amount of SSBG which must be used for each child; therefore, OFS uses a portion of SSBG and a portion of other child care funds to pay for each child in care.

Eligibility Based on Income - People who have low to moderate income may be eligible for services, based on a calculation of gross income less certain exclusions and expenses, liquid assets over the established limits, and family size. Someone determining a person's eligibility must verify income and expenses, but accept the person's word regarding assets. People with income may need to pay a fee, depending on the service they receive.

Some people have more than one eligibility. For example, a person meeting the definition of disability could receive special services for people with disabilities from the state under that eligibility. If the person wanted other SSBG services, such as family planning or special services for people with developmental disabilities/ physical disabilities, eligibility would be based on income. If the person wanted other SSBG services, they would be provided under this definition.

Child Welfare - Children and their Families are eligible for child welfare services based on the need for service. Services covered by child welfare eligibility include adoption, prevention/education, residential care, child foster care, and home based services.

Group - Some groups of people are eligible for one or more specified services statewide in designated areas, based on membership in the group. Individuals 60 years of age and older are eligible on a group basis for: Congregate Meals; Home Delivered Meals; Social Enrichment Services state wide; Health Related/Support Services.