

OMB #0970-0234 Exp. Date:

# 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 Bock 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: <u>SSBG@acf.hhs.gov</u>.

#### I. General Information

- 1. State \_\_\_\_\_\_
   2. Fiscal Year \_\_\_\_\_\_
- 3. State Official Contact Information
- 4. SSBG Contact Information
- 5. SSBG Award from Previous Year \_\_\_\_\_
- 6. SSBG Expenditures Planned for Current Year \_\_\_\_\_
- 7. TANF Funds Transferred into SSBG \_\_\_\_\_\_
- 8. Consolidate Block Grant Funds Included in SSBG Budget: YES NO Provide the amount of funding for each applicable funding source for the consolidated block grant.

a.	Funding Source(s) for the Consolidated Block Grant	b. Amount of Funding from Each Program

a. Source(s) of Carryover Funding	b. Amount of Carryover from Each Source

## 9. SSBG Carryover Funding from the Previous Year: YES NO

## 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

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

## 1. Program Operations – Adoption Services

а.	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 Service	tions – Case Management S	ons – Case Management Serv	vices
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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	<b>Operations</b> –	Congregate	Meals
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a.	Service Category (use uniform definition) – Congregate Meals
b.	SSBG Goal
	Description of Services
c.	Description of Services
d.	Description of Recipients (eligibility considerations)
	Mathed of Delivery and Coographic Area
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers

4.	Program	<b>Operations</b> –	Counseling	Services
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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
g٠	Subgrantee / Service Providers
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5.	Program	<b>Operations</b> –	Dav Ca	are Servi	ces – Adults
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a.	Service Category (use uniform definition) – Day Care Services – Adults
b.	SSBG Goal
	Description of Services
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	<b>Operations</b> –	Dav Ca	re Services –	Children
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a.	Service Category (use uniform definition) – Day Care Services – Children
b.	SSBG Goal
с.	Description of Services
d.	Description of Recipients (eligibility considerations)
u.	Description of Recipients (enginity considerations)
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers

7.	Program	<b>Operations</b> –	Education	and Traini	ng Services
	110510111	operations	Laacacion	and mann	116 0 01 01000

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
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f.	Partnering State Agency
g.	Subgrantee / Service Providers

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

<b>9.</b> I	Program O	perations –	Family	Planning	Services
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a.	Service Category (use uniform definition) – Family Planning Services
b.	SSBG Goal
c.	Description of Services
ι.	Description of Services
d.	Description of Recipients (eligibility considerations)
	Mathed of Delivery and Coorneghie Area
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers

10. Program Operations – Foster Care Services for Adu	ults
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a. Service Category (use uniform definition) – Foster Care 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		
c. Description of Services         d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency	a.	Service Category (use uniform definition) – Foster Care Services for Adults
d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency	b.	SSBG Goal
d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency		
d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency		
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d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency		
d. Description of Recipients (eligibility considerations)         e. Method of Delivery and Geographic Area         f. Partnering State Agency	c.	Description of Services
e. Method of Delivery and Geographic Area f. Partnering State Agency		
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f. Partnering State Agency	u.	Description of Recipients (englowing considerations)
f. Partnering State Agency		
	e.	Method of Delivery and Geographic Area
g. Subgrantee / Service Providers	f.	Partnering State Agency
g. Subgrantee / Service Providers		
g. Subgrantee / Service Providers		
g. Subgrantee / Service Providers		
g. Subgrantee / Service Providers		
	g.	Subgrantee / Service Providers

11.	Program	<b>Operations</b> –	Foster	Care	Services	for	Children
	110510111	operations	100101	Cuic	00101000		ermanen.

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

12.	Program	<b>Operations</b> – H	lealth Related	and Home	<b>Health Services</b>
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a.	Service Category (use uniform definition) – Health Related and Home Health Services
b.	SSBG Goal
	Description of Convisor
c.	Description of Services
d.	Description of Recipients (eligibility considerations)
	Mathed of Delivery and Coographic Area
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers

13.	Program	<b>Operations</b> –	Home	Based	Services
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a.	Service Category (use uniform definition) – Home Based Services
b.	SSBG Goal
с.	Description of Services
d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
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f.	Partnering State Agency
g.	Subgrantee / Service Providers
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14.	Program	Operations	– Home	Delivered	Meals
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a.	Service Category (use uniform definition) – Home Delivered Meals
b.	SSBG Goal
с.	Description of Services
d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers
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## **15.** Program Operations – Housing Services

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

a.	Service Category (use uniform definition) – Independent and Transitional Living Services
b.	SSBG Goal
<b>D</b> .	
с.	Description of Services
	Description of Desiriouts (aligibility sensidenations)
d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
-	Subgrantee / Service Providers
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17. Prog	ram Operations ·	<ul> <li>Information</li> </ul>	and Referral
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a.	Service Category (use uniform definition) – Information and Referral
b.	SSBG Goal
с.	Description of Services
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d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers
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## 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

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

	20.	Program	<b>Operations</b> –	Prevention and	Intervention	Services
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а.	Service Category (use uniform definition) – Prevention and Intervention Services
b.	SSBG Goal
c.	Description of Services
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d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
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g.	Subgrantee / Service Providers
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21.	<b>Program O</b>	perations –	Protective	Services	for Adults
	1105101110	perations		00101000	1017100103

a.	Service Category (use uniform definition) – Protective Services for Adults
b.	SSBG Goal
c.	Description of Services
d.	Description of Recipients (eligibility considerations)
е.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers
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22.	Program	<b>Operations</b> –	Protective	Services	for Children
	110510111	operations		00101000	

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

23.	Program	<b>Operations</b> –	Recreational	Services
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a.	Service Category (use uniform definition) – Recreational Services
b.	SSBG Goal
с.	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	<b>Operations</b> –	Residential	Treatment	Services
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a.	Service Category (use uniform definition) – Residential Treatment Services
b.	SSBG Goal
c.	Description of Services
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d.	Description of Recipients (eligibility considerations)
e.	Method of Delivery and Geographic Area
е.	Method of Derivery and Geographic Area
f.	Partnering State Agency
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## 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 conside	erations)
e.	Method of Delivery and Geographic Area	
f.	Partnering State Agency	
	Cubarantes / Comiss Durviders	
g.	Subgrantee / Service Providers	
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26. F	Program Operations – Special Services for Yo Criminal Activity	outh Involved in or at Risk of Involvement with
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 conside	rations)
e.	Method of Delivery and Geographic Area	
f.	Partnering State Agency	
g.	Subgrantee / Service Providers	

27.	Program	<b>Operations</b> –	Substance	Abuse	Services
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a.	Service Category (use uniform definition) – Substance Abuse Services
b.	SSBG Goal
с.	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	<b>Operations</b> –	Transportat	ion Services
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а.	Service Category (use uniform definition) – Transportation Services
b.	SSBG Goal
c.	Description of Services
h	Description of Recipients (eligibility considerations)
ŭ.	
e.	Method of Delivery and Geographic Area
f.	Partnering State Agency
g.	Subgrantee / Service Providers

## 29. Program Operations – Other Services

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
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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

#### Appendix F: TANF ACF-196R form

Scanned copy must be uploaded with the Intended Use Plan