



State of South Carolina

Department of Social Services

Policies and Procedures: Child Welfare Services Administration

Subject:	1.12 Use of SSBG Funds for Additional Support Services
Authority:	Title XX of the Social Security Act
Standards:	Code of Federal Regulations Title 45, Subtitle A, Subchapter A, Part 96
Application:	All DSS Staff
Purpose:	
The Social Services Block Grant (SSBG) provides states with the flexible use of funds to allocate support services for children, families, and adults. DSS should provide mechanisms to utilize these funds in a manner consistent with federal regulations that optimize state plans.	
Policy Statement:	
Children, families, and adults are best served when the state utilizes funding that mitigates current economic factors that may lead to DSS involvement. Poverty is not abuse or neglect. When a financial barrier restricts a family's ability to maintain a safe and stable home, it may be in the best interest of the Department of Social Services (DSS), the impacted family, and the state of South Carolina that funding be utilized, when possible and as funding is available, to address those barriers.	
Policy Administration:	
Financial Services is the owner of this policy. The Chief Financial Officer (CFO), or their designee, shall review this policy at least annually from the date published in the Administrative Policy Manual, or as needed due to changes in law or practice.	
Policy Guidelines:	
A. General Overview and Goals of SSBG	1. The Social Services Block Grant Funds may be utilized to provide both preventative and protective services for citizens in need of support. 2. The goals of the SSBG award are as follows: a. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency. b. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency. c. Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families. d. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intrusive care.

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	e. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.
B. General Eligibility	1. Clients must meet SSBG eligibility requirements to receive funded support services. 2. The eligibility criteria for services are as follows: a. Target group eligibility b. Need c. Support services funded by the SSBG shall only be utilized when there are no other appropriate funding streams available. SSBG funds should be used as a payor of last resort.
C. Target Group Eligibility	1. Child Welfare Services families and families of children in foster care for less than six months. 2. Families of children who have been in foster care for more than six months where early reunification is possible. 3. Foster families and children in foster care when funding is needed to prevent disruption and/or enable the families to meet the special needs of the children. 4. Adoptive families to facilitate the adoption process. 5. Adults Receiving Protective Services from SC DSS 6. Families requiring preventative services that may limit the need for DSS involvement 7. Any South Carolina resident whose need meets the requirements of Sections D and E, and when addressed, the outcome of the services rendered further the SSBG goals listed in Section A of this document.
D. Need Eligibility	1. Recipients of SSBG funded support services must demonstrate that their current need is significant enough to hinder one or more of the SSBG goals described in Section 1, subsection 2 of this document. 2. The need which funds are requested for should be hindered solely by economic insufficiency, thereby rendering the need met, or mostly met, when SSBG funding is utilized to procure services.
E. SSBG Service Categories	1. SSBG funds may only be utilized for funding categories as outlined in the code of federal regulations. 2. Such services may include, but are not limited to:

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	a. Home Remediation b. Personal Services c. Home Based Services d. Other Services 3. SSBG funds may also be spent on program administration, planning, evaluation and/or training related costs. 4. DSS, as the recipient of SSBG funding, may choose to limit the provision of services as described in the state's Intended Use Plan and other DSS policy documents.
F. SSBG Funding Limitations	1. Funds may not be used for any of the following: a. When Medicaid, private insurance, or other personal or agency funding is available and appropriate for the service requested. b. To purchase land, for construction or major capital improvement. c. Cash payments as a service or for costs of subsistence or room and board. d. Payment of wages as a social service. e. Most medical care. Exceptions are as follows: i. Family planning ii. Rehabilitation services iii. Initial detoxification of certain individuals f. Social services for residents of institutions including hospitals, nursing homes, and prisons. g. Educational services generally provided by public schools. h. Child care that does not meet applicable state and local guidelines. i. Services provided by anyone excluded from participation in Medicare or certain other Social Security Act programs.
G. SSBG Additional Supportive Funds Request Process	1. DSS staff must request access to SSBG funds, for the desired service provision, through DSS Form 1102. 2. The following information is needed to complete the DSS Form 1102: a. Client Name b. Case ID# or Client ID c. Payor d. Payor's address

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	e. Brief justification of the need for supportive funds 3. All requests must be approved by the authorizing official prior to being sent for approval.
H. SSBG Use of Funds Authorization Process at the County Level	1. The Authorizing Official at the county level is the County Director or their designee. 2. The County Director, or their designee, must approve the use of all SSBG funds for additional support services. 3. All requests for support services must be approved prior to submitting for reimbursement.
I. SSBG Use of Funds Reimbursement Process	1. All approved requests for reimbursement of SSBG funding must be approved by the Chief Financial Officer or their designee. 2. The authorizing official must work in conjunction with the Financial Services division to obtain reimbursement of funds. 3. The DSS Chief Financial Officer, or their designee, will provide specific requirements to each county for the reimbursement of SSBG funds.

Forms:	DSS Form 1102 Request for County Payment of Emergency Costs
Related Management Reports:	

Glossary:
Application Process: The process by which DSS staff request the ability to access SSBG funds while performing their work-related duties. Reimbursement Process: The process by which the DSS Financial Services Division approves the totality of SSBG funds used and reimburses the county for the utilized funds.