

Iowa Department of Human Services

SOCIAL SERVICES BLOCK GRANT

PRE-EXPENDITURE REPORT

July 1, 2009 - June 30, 2010

Public Comment Period:

June 12 to 26, 2009

Charles Krogmeier, Director
Iowa Department of Human Services

Jan Clausen, CFO
IA DHS - Division of Fiscal Management

TABLE OF CONTENTS

Topic	Page #
Overview	3
Goals	3
Legal Requirements	3
Policy on Nondiscrimination	3
Application for Services	4
Eligibility	4
Changes to the Pre-Expenditure Report	5
Public Participation	5
Glossary of Terms	6
Funding	8
Standards for Living Arrangements for SSI Recipients	10

TABLES

Table 1 - Family Income Table	5
Table 2 - Funding by Source of Income and Category of Expenditure	8
Table 3 - Service Funding by Category of Expenditure	9

The Social Services Block Grant Pre-Expenditure Report is prepared by:

Division of Fiscal Management
Department of Human Services
Hoover State Office Building
Des Moines, IA 50319-0114
Phone: (515) 281-6085

OVERVIEW

The Iowa Department of Human Services (DHS) provides a variety of social services to help individuals and families improve their lives. This report outlines those services funded with federal Social Services Block Grant funds and related state funds during the 2010 state fiscal year that begins July 1, 2009 and ends June 30, 2010.

GOALS

Iowa intended us plan for its SSBG allocation are used to advance one or more of the following SSBG goals:

- Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families;
- Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care;
- Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions

LEGAL REQUIREMENTS

The federal government established the Social Services Block Grant (SSBG) in the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35). The SSBG replaced the previous federal social services program known as Title XX, and gave the states substantial discretion in the use of block grant funds. The SSBG funds must be spent according to requirements in the Code of Federal Regulations, Title 45, Part 96 as amended.

The Iowa regulations, which apply to SSBG eligibility for services and their delivery, are found in the Iowa Administrative Code, Section 441, Chapters 130 (General Provisions) and 153 (Social Services Block Grant). In addition, the Code of Iowa also covers social services in the “Administrative Procedures Act” (Chapter 17A), “The Department of Human Services” (Chapter 217), and “Child and Family Services” (Chapter 234).

POLICY ON NONDISCRIMINATION

It is the policy of the Iowa Department of Human Services to provide equal treatment in employment and provision of services to applicants, employees and clients without regard to race, color, national origin, sex, religion, age, disability, political belief or veteran status

If any applicant for or recipient of services has reason to believe DHS or any of its vendors, providers, or contractors have discriminated against him or her for any of the reasons stated above, the person may use the discrimination complaint procedures of the following agencies:

(1) Iowa Department of Human Services; (2) the Iowa Civil Rights Commission (if a person feels he or she was treated differently because of his or her race, creed, color, national origin, sex, religion, or disability); or (3) the U.S. Department of Health and Human Services, Office for Civil Rights. For assistance or consultation the person may contact a DHS office, a member of the DHS Affirmative Action committee or:

Iowa Department of Human Services
Diversity Programs
Division of Results Based Accountability
Hoover State Office Building, 1st Floor SE
Des Moines, IA 50319-0114
Phone: 515-281-7064

Iowa Civil Rights Commission
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319-1004
Phone: 515-281-4121
Toll Free: 1-800-457-4416
Fax 515-242-5840

U.S. Department of Health and Human Services
Office for Civil Rights, Region VII
601 East 12th Street, Room 248
Kansas City, Missouri 64106

APPLICATION FOR SERVICES

A person may request service at any DHS office. The request will be acted upon within 30 days of the date the application form is completed unless otherwise indicated in the Iowa Administrative Code. For local purchase services, a person may also apply at the Central Point of Coordination. There is no fee for application, however there may be a cost to the client for services that are received based upon income.

ELIGIBILITY

To be eligible for a service a person must be found to need the service and be a resident of the state of Iowa. For some services, financial eligibility may also be required. To be financially eligible, the family income must fall within the income guidelines in Table 1.

Persons who qualify for an income maintenance program such as the Family Investment Program (FIP), Supplemental Security Income (SSI), or State Supplemental Assistance (SSA) are considered financially eligible.

For local purchase services to be provided through an approved county management plan, eligibility is based upon the criteria established in this plan. A copy of the county management plan may be obtained from the county or the DHS Division of Mental Health and Disability Services. For local purchase services without an approved county management plan, eligibility is based upon eligibility criteria established in the last approved county management plan.

TABLE 1	
FAMILY INCOME TABLE	
July 1, 2008 - June 30, 2009	
<u>Family Size</u>	<u>Monthly Gross Income For Services</u>
1	583
2	762
3	942
4	1121
5	1299
6	1478
7	1510
8	1546
9	1581
10	1612
*	*Add \$33 for each additional person over 10

CHANGES TO THE PRE-EXPENDITURE REPORT

An amendment process makes it possible to respond to changing needs throughout the year. Any decision to add a service, stop a service or change the period of time a service is available is publicly posted in the full-time DHS offices.

Most of these amendments are posted for 30 days before the change takes place. However, if funding is not available to continue a service, an amendment may take effect as soon as it is posted.

PUBLIC PARTICIPATION

The public comment period for the proposed state fiscal year 2010 pre-expenditure report was from June 12 through June 26, 2009. Public notices were posted in order that people may submit comments. The pre-expenditure report was available for review at DHS offices where a service area manager is located during regular business hours during the comment period and was available for review at Department’s website: www.dhs.state.ia.us under “Reports and Publications. No comments were received at the close of the public comment period.

GLOSSARY OF TERMS

Note: The definitions in this glossary are brief descriptions of block grant funded services. The full legal definitions may be found in the Iowa Administrative Code, Section 441.

Adult Support - Community assistance services, individual treatment services, social contact services and supervisory services. These services encourage and assist adults to obtain or more fully use community services that promote health and well-being.

Case Management (Social Casework) - Means working with the client to: a) assess and identify individual and family strengths and needs, b) develop a case plan to provide appropriate supports and services, c) implement the case plan using community resources, d) coordinate and monitor the provision of services, e) evaluate client progress and the case plan to determine continued need for services, and f) plan for discharge.

Central Administration - Administrative direction and coordination for all programs and services provided by the Department, including program planning, policy formulation, budget formulation, purchasing, accounting, data processing and systems development to generate provider payments.

Child and Family Services - The Child and Family Services appropriation provides funds for services to children and families and for activities to support those services. Services are designed to protect children from abuse and neglect, prevent out-of-home placement, provide temporary foster care for children unable to remain in their own homes, and provide permanent homes for children who cannot return home. SSBG funds are used for intact family centered services, family preservation services, and foster care services (i.e., family foster care, group care, and shelter care).

County Administration - The portion of the cost of maintaining a local office, which is reimbursed to the county.

DHS - The Iowa Department of Human Services.

Dependent Adult Protection - (Protective Services - Adults) A service in which a DHS worker provides an evaluation of a reported abuse of a dependent adult which occurred because of the actions or omissions of caretakers or of dependent adults themselves. Some examples of abuse are non-accidental physical injury, sexual abuse, inadequate food, clothing, shelter or items necessary for the dependent adult's health and welfare. This service also includes providing or arranging for intervention or court referral that remedies an actual or potential abuse problem.

Intact Family Centered Services - These services are designed to protect children from abuse and neglect, and to improve family stability. These services use a comprehensive approach and are adapted to the individual needs of children and their families in the intensity and duration of service delivery and are intended to improve overall family functioning.

Family-Life Home - (Foster Care Services - Adults) A program for adults who want and need family living. The department certifies provider families who furnish a home for not

more than two clients at a time, giving them room, board, laundry and encouragement to share in family living and participate in the social, cultural, educational, religious and other activities of the community.

Family Preservation - This service provides intense, time-limited service to families in crisis to protect child safety and to prevent out-of-home placement and improve family functioning.

Field Operations - The DHS service delivery system provided through field workers who deliver and coordinate an array of social services and economic assistance to children and families through department offices located in each county. Field Operations also includes the eight service area administrators and the Field Operations Support Unit who support the field workers.

Foster Care Services/Child – Foster care is designed to protect child safety and to ensure children have a permanent family. The DHS worker provides foster care service by arranging for and monitoring substitute 24-hour care for a child while working to achieve a permanent placement for the child. The caregiver provides food, lodging, training, and supervision in a foster family home, group care facility, or shelter care facility. Services may be purchased from private agencies. SSBG, Medicaid, and state funds are used for the services. Maintenance is funded from state and IV-E funds.

Local Purchase - Residential services, which are provided to adults with mental illness, mental retardation, or a developmental disability or other disability-related services as specified in an approved county management plan.

SSBG - Funds provided by the federal government for social services described in Title XXIII, Subtitle C, "Block Grants for Social Services of the Omnibus Budget Reconciliation Act of 1981" of Public Law 97-35. SSBG stands for Social Services Block Grant.

Volunteers - The cost for an individual or agency to perform a variety of services in support of a structured volunteer program to enhance departmental programs. Services include volunteer recruitment, screening, orientation, recognition, training and other appropriate activities.

FUNDING

Table 2 provides the estimated amounts and sources of funding anticipated for Social Services Block Grant related services in state fiscal year 2010.

Table 2
SOCIAL SERVICES BLOCK GRANT
PROPOSED FUNDING BY SOURCE OF INCOME
AND CATEGORY OF EXPENDITURE
SFY 2010

	FEDERAL	STATE	COUNTY	TOTAL
FIELD OPERATIONS	12,521,778	13,412,802		25,934,580
CENTRAL ADMINISTRATION	1,835,205	1,394,627		3,229,832
COUNTY ADMINISTRATION	1,132,788		1,081,336	2,214,124
CHILD & FAMILY SERVICES	1,643,451	14,045,173		15,688,624
VOLUNTEERS	73,963	94,067		168,030
LOCAL PURCHASE	12,434,864	0		12,434,864
TOTAL	29,642,049	28,946,669	1,081,336	59,670,054

NOTES:

* Federal funds include SSBG and TANF funds used to replace reduced SSBG funding.

* The state dollars represent funds available based on Legislative action.

Prepared by: Victoria Wiedemeier
Fiscal Management
June 6, 2009

Table 3
SOCIAL SERVICES BLOCK GRANT
CATEGORIES OF EXPENDITURE

Exp Report Line # and SSBG Service Name	IA DHS Budget Category	IA DHS Program/Service
2. Case Management	Field Operation	Case Management
21. Protective Services Adult	Field Operation	Dependent Adult Protection (Protective Services-Adult)
10. Foster Care-Adult	Field Operation	Family-Life Homes
31. Administrative Costs	<ul style="list-style-type: none"> • Central Administration • County Administration 	<ul style="list-style-type: none"> • Central Administration (General Administration) • County Administration (Local Agency Expenses)
11. Foster Care-Child	Child & Family Services	Foster Care
13. Home-Based Services	Child & Family Services	Family Centered Family Preservation
9. Family Planning	Family Planning	Family Planning
29. Other Services	Volunteers	Volunteers
25. Special Services-Disabled	Local Purchase	Adult Residential Services (for persons with disabilities) Other Disability-Related Services as specified in an approved County Management Plan

This table displays the services that are funded within the categories of expenditure on Table 2 of the SSBG Proposed Funding in the Pre-Expenditure Report.

STANDARDS FOR LIVING ARRANGEMENTS FOR SSI RECIPIENTS

Many of the people who use SSBG services are Supplemental Security Income (SSI) recipients. The following standards apply to residential facilities for these recipients.

Standards for Family Life Homes, corresponding to Foster Homes in Public Law 94-566, are the responsibility of the Iowa Department of Human Services. A Family Life Home is a private household offering a protective social living arrangement for one or two eligible adults. These standards, along with procedures for enforcement of these standards are contained in the Iowa Administrative Code 441--Chapter 111. There is no provision for waiving family life home standards. Homes which do not meet standards are either denied certification or the existing certification is revoked. A list of homes having violated these standards, including deficiencies involved in each violation which have come to the attention of the Iowa Department of Human Services, are available free from:

Iowa Department of Human Services
Division of Child and Family Services
Hoover State Office Building - 5th Floor
Des Moines, Iowa 50319

Family Life Home standards include a section on definition of terms, procedures for application for certification, provisions of certification, requirements for certification pertaining to physical standards, personal characteristics of the family, health of family, activities for residents, medical requirements, eligibility requirements, confidentiality, placement agreements, and emergency care.

Standards for children's foster care facilities are the responsibility of the Iowa Department of Human Services. These facilities are licensed, certified, or approved by the Department as one of the following:

- Foster family home
- Community residential facility
- Comprehensive residential facility
- Residential facilities for children with developmental disabilities
- Juvenile shelter care homes

These standards are contained in Iowa Administrative Code 441--Chapters 105, 108, 112, 113, 114, 115, and 116.

A copy of the standards for each type of care, a list of facilities licensed or approved to provide each type of care, a checklist of compliance with the standards for each facility, a list of facilities with provisional licenses due to deficiencies and the deficiencies involved, are available free from:

Iowa Department of Human Services
Division of Children and Family Services
Hoover State Office Building - 5th Floor

Des Moines, Iowa 50319

Children's foster care facilities standards include sections on definition of terms, procedures for application, physical standards, health of foster family or facility staff, required reference checks on the family or staff, record care, unannounced visits, rights of foster children and required services. Group care facilities also have requirements regarding drug policies; dental and medical services; dietary requirements; safety requirements; care plan review and revision; discipline; and staff qualifications.

The Social Services Block Grant Report for SFY 2009 includes local purchase services (see definition of local purchase in the "Glossary of Terms"). The following information on one of the local purchase services, adult residential services, is provided to meet the public notice requirements of the Keys Amendment. Standards for Residential Care Facilities are the responsibility of the Department of Inspections and Appeals. According to Iowa law, the standards cover facilities providing 24-hour care for three or more people for a period exceeding 24 or more consecutive hours. A copy of these standards and administrative rules for enforcement, criteria for variances for each rule, and a list of facilities having violated these standards, including deficiencies involved in each violation which have come to the attention of the Department of Inspections and Appeals, are available from:

Iowa Department of Inspections and Appeals
Lucas State Office Building
Des Moines, Iowa 50319

The standards for Residential Care Facilities include a section on definition of terms, provisions for variances, procedures for application for license, requirements on changes in facilities, duties and responsibilities for the administrator, health requirements of staff, personnel practices, admission, transfer and discharge policies, terms of contracts with residents, medical services to residents, records, care and personal services, rights of residents, drug policies, dental services, dietary requirements, social service programs, activities programs, care review, safety requirements, housekeeping procedures, requirements for maintenance, garbage disposal, laundry, buildings, equipment, furnishings and supplies.

Standards for Supported Community Living Services are the responsibility of the Iowa Department of Human Services. This is a program providing services and supervision for adults with mental illness, mental retardation or developmental disabilities to enable them to live in an apartment in the community.

The Mental Health and Developmental Disabilities Division is responsible for the certification standards for the Supported Community Living Services program and for enforcement of these standards. A copy of the relevant administrative rules may be obtained by writing:

Iowa Department of Human Services
Mental Health and Developmental Disabilities Division
Hoover State Office Building - 5th Floor
Des Moines, Iowa 50319

Administrative rules for Supported Community Living Services specify an approval process for programs, procedures for assessment of compliance and denial or revocation of approval and requirements for living arrangement and program of services. They also detail the standards for governance, administration, program and services and living arrangement and are found in Iowa Administrative Code 441, Chapter 24