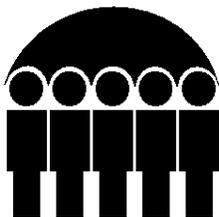


Revised April 16, 2002

Employees' Manual
Title 15
Chapter B

SOCIAL SERVICES BLOCK GRANT



Iowa
Department
of
Human Services

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OVERVIEW

This chapter describes the planning process for the Social Services Block Grant. It explains the pre-expenditure report and the allocation process.

Legal Basis

The Social Services Block Grant provides federal funds for delivering social services. The block grant replaced the previous funding mechanism, Title XX of the Social Security Act.

The Social Services Block Grant is described in the “Omnibus Budget Reconciliation Act of 1981,” of Public Law 97-35. Federal regulations for administration of block grants are found at 45 CFR Part 96.

The Department has adopted rule chapter 441 IAC 153 to provide procedures for developing and amending the pre-expenditure report. These rules describe availability of services and the allocation of block grant funds.

Definitions

Legal reference: 441 IAC 153.1(234)

“**County administrative costs**” include the rent, utilities, and other related costs the county must pay to maintain a county social services office. These costs are funded from state, federal, and county sources.

“**Direct service**” means services provided by staff of the Department of Human Services to clients. This includes the administrative support necessary to maintain and oversee services. Direct services are funded with state and federal dollars.

“**Residence**” means where the person lives.

“**State purchase services**” means those services the Department purchases in every county of the state. State purchase services are funded with state and federal dollars.

PRE-EXPENDITURE REPORT

Public Review

Revised April 16, 2002

Iowa Department of Human Services
Title 15 Grant and Contract Administration
Chapter B Social Services Block Grant

PRE-EXPENDITURE REPORT

Legal reference: 441 IAC 153.2(1) and (6); 45 CFR Part 96

The Department shall develop the Social Services Block Grant pre-expenditure report on an annual basis. This report shall describe the services to be funded and the amount of funding available for each service, including the source of funding.

A copy of the final pre-expenditure report will be available in each service area.

The report is developed in accordance with federal regulations. Amendments may be made to the pre-expenditure report during the funding year. (See **Filing an Amendment.**)

Public Review

Legal reference: 441 IAC 153.2(2) and (3)

The Department shall issue a proposed pre-expenditure report prior to publication of the final report. The proposed report shall be available for public review and comment in each service area office during regular business hours for a two-week period.

The time and scope of public review shall be announced each year. The announcement shall indicate the time the proposed report can be reviewed. The Department shall make this information available to the media and post signs in each service area and Human Services' office.

The pre-expenditure report is a public document which should be easily accessible to the public. Service area offices should be aggressive in providing opportunity for public inspection and comment of the report.

To facilitate public awareness of the opportunity to comment on the report, each Human Services office shall post signs in a prominent place in the office. Ads may be published in local media, as well.

Public Comment

Legal reference: 441 IAC 153.2(4) and (5)

The Department shall accept comments about the pre-expenditure report during the specified public review and comment period. Public hearings may be arranged by each service area, at which time testimony will be accepted. The Department shall consider the public comment when developing the final pre-expenditure report.

Individuals or groups may submit written comments to the region or to the Bureau of Purchased Services.

- ◆ **Written Comments:** All Department offices shall accept written comments and date-stamp them. The service area shall send them to the Bureau of Purchased Services.
- ◆ **Oral Comments:** When public meetings are held, the regional administrators shall compile oral testimony presented at the public meetings and send it to the Bureau of Purchased Services in central office, along with a list of persons attending the public hearing.

In order that public comments receive prompt and deliberate consideration, the service area office should record oral comments clearly and forward written and oral comments as soon as possible after they are received.

Filing an Amendment

Legal reference: 441 IAC 153.3(1)

The pre-expenditure report may be amended throughout the year. The Department may file an amendment changing the kind, scope, or duration of a service. Decisions to change a direct service or a state purchase service will be made by the Department.

Before filing an amendment, the Department shall evaluate available funds and the effect any change will have on clients.

Direct and statewide purchases are services which are equally available across the state. Funds may be shifted in and between service areas to ensure continued state-wide availability of services.

Submit a memo describing the proposed amendment to the Bureau of Purchased Services at central office no later than the date the amendment is posted at the service area or local office. Send a notice of the final decision when the amendment becomes effective. If the amendment involves a financial change, also submit form 470-0671, *Purchase of Service Reallocation*. (See 15-B-Appendix for instructions.)

Posting an Amendment

Legal reference: 441 IAC 153.3(2), (3)

Amendments to the pre-expenditure report shall be posted in the local offices affected by the amendment for at least 30 days before the effective date of the change.

If funding for a service has been exhausted:

- ◆ Inform the Bureau of Purchased Services when this determination is made.
- ◆ Post an amendment immediately in the local offices notifying the public that the service will no longer be available. Post amendments in a prominent place in the local offices affected. Whenever possible, give advance notice of a service termination made necessary because funds have been exhausted.

List on the amendment notice the services to be amended and indicate that written comments may be submitted to the region or the Iowa Department of Human Services, Bureau of Purchased Services, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, Iowa 50319-0114. Send a copy of the notice to the Bureau of Purchased Services at the same time.

Adverse Action

Legal reference: 441 IAC 153.3(4)

Every client whose service is adversely affected by the terms of the pre-expenditure report must receive notice of adverse action as described in 13-A, **NOTIFICATION**.

Even if another funding source, such as county funds, continues the service, the client must be informed of the new funding source.

SERVICE AVAILABILITY

Legal reference: 441 IAC 153.4(234)

A client shall apply for services at the Department office in the county where the client lives. The Department shall determine eligibility according to 13-A, **ELIGIBILITY**. The Department shall develop a case plan to monitor the client's progress toward achieving goals as identified in 13-A, **Case Plan Development**.

An eligible client shall receive a service for which the client is eligible, subject to the provisions of 13-A, when the service is listed in the geographic area in which the client resides. The geographic area for direct service and state purchase service is the state.

See 13-A, **General Provisions**, for more information on application procedures and eligibility requirements.

ALLOCATION OF FUNDS

Legal reference: 441 IAC 153.5(234)

The amount of Social Services Block Grant dollars allocated to direct services is determined based on the results of the Social Services Random Moment Sampling System, which is used to document the activities by staff performing directly related program functions benefiting one or more federal or state-funded programs.

These estimates consider costs for direct staff salaries, administrative salaries, and support costs, including data processing costs, rent, utilities, and similar items. The Department follows a cost allocation plan for determining the appropriate costs of the Department's central office to be funded with block grant money.

The amount for state purchase services is allocated to each service area as follows:

◆ **Family Planning Services**

The available family planning dollars are distributed among the service areas at 75% of the funds on the basis of poverty population and 25% on the basis of female population, ages 12-44, in the most current available census information for the state of Iowa.

◆ Administrative Support

Administrative support dollars which are used for volunteer services are distributed among the eight service areas based on a four-part formula:

- 25% of the total volunteer budget divided equally among eight service areas.
- 25% divided among service areas based on their poverty population percentage.
- 25% based on the general population percentage.
- 25% based on the historical volunteer service performance (number of volunteer hours generated in the previous two-year period).

◆ County Administration

The amount of funding available for county administration is determined by examining past utilization.

The following chart summarizes the funding formulas used by the Department to allocate state and federal funds for social services.

FORMULAS
Direct service: Based on the results of the Social Services Random Moment Sampling system. Allocated to service areas.
Family planning: 75% poverty population and 25% on the basis of population of females ages 12-44 as reported in the most current available census for the state of Iowa.
Administrative support for volunteers: Distributed among the service areas based on a four-part formula: 25% of the total volunteer budget divided equally among eight service areas, 25% divided among eight service areas based on their poverty population percentage, 25% based on the general population percentage, 25% based on the historical volunteer service performance (number of volunteer hours generated in the previous two-year period).
County administration: Past use. Allocated to counties.



April 16, 2002

GENERAL LETTER NO. 15-B-5

ISSUED BY: Bureau of Purchased Services
Division of Fiscal Management

SUBJECT: Employees' Manual, Title 15, Chapter B, *SOCIAL SERVICES BLOCK GRANT*, Title page, revised; Contents (page 1), revised; and pages 1 through 6, revised.

Summary

This letter transmits changes:

- ◆ To update federal references.
- ◆ To update the department reorganization references, obsolete definitions, update formula for the allocation of administrative support dollars for volunteer services.

Effective Date

May 1, 2002

Material Superseded

Remove the entire Chapter B, from Employees' Manual, Title 15, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page	August 25, 1987
Contents (page 1)	June 30, 1992
1-8, 13	June 30, 1992
14-17	August 25, 1987

Additional Information

Refer questions about this general letter to your service area manager or designee.