

DHS ADMINISTRATIVE PROCEDURES MANUAL

Chapter 905

Title: Social Services Block Grant Program Manual

I. **PURPOSE:** To assure compliance with federal regulations and establish state guidelines for the Social Services Block Grant (SSBG) program relating to services and eligibility of clients.

II. **POLICY:**

The Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, amended Title XX of the Social Security Act to establish SSBG. Under the SSBG program, states have the sole responsibility, within the federal guidelines, for determining what services will be provided, who will be eligible for services, and how the funds will be distributed within the state. The **SSBG Program Manual** is the promulgated document which describes the services that can be provided with SSBG funding and the eligibility guidelines for receipt of those services.

III. **PROCEDURES:**

- A. The Office of Finance and Administration (OFA), Contract Support Section (CSS) shall prepare updates to the **SSBG Program Manual** as necessary utilizing input from the DHS divisions/offices and outside agencies providing or purchasing services with SSBG funding.
- B. CSS shall regularly review the federal SSBG website for U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services to determine if there are any changes or new requirements applicable to the **SSBG Program Manual**.
- C. At least annually, and more frequently if necessary, CSS shall execute the following steps:
 - 1. Discuss with the representative(s) from each program division and outside agency receiving SSBG funds any known changes that need to be made;
 - 2. Determine from the representatives what, if any, changes they need made.
 - 3. Incorporate changes as necessary, and prepare a draft revision to the **SSBG Program Manual**, tracking changes;
 - 4. Compare the draft revision to the most recent **SSBG Pre-expenditure Report** for any discrepancies;

5. Finalize the draft revision to the **SSBG Program Manual**, tracking the changes
- D. Promulgation
1. Upon completion of the draft revision to the **SSBG Program Manual**, CSS shall submit the draft to Policy and Administrative Program Management Unit (PAPM) for promulgation in accordance with DHS Policy 1052, Administrative Procedure, Rules Promulgation, to include Executive Staff review, a thirty day public review period and final review and approval by the Legislative Council, Administrative Rules and Regulations Subcommittee.