

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 | b. Amount of Funding from Each |
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| a. Source(s) of Carryover Funding | b. Amount of Carryover from Each Source |
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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 | | | |
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| b. | SSBG Goal | | | |
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| c. | Description of Services | | | |
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| d. | Description of Recipients (eligibility considerations) | | | |
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| e. | Method of Delivery and Geographic Area | | | |
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| 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 |
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| 3. | Program | Operations – | Congregate | Meals |
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| a. | Service Category (use uniform definition) – Congregate Meals |
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| 4. | Program | Operations – | Counseling | Services |
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| a. | Service Category (use uniform definition) – Counseling Services |
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| 5. | Program | Operations – | Dav Ca | are Servi | ces – Adults |
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| a. | Service Category (use uniform definition) – Day Care Services – Adults |
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| 6. | Program | Operations – | Dav Ca | re Services – | Children |
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| a. | Service Category (use uniform definition) – Day Care Services – Children |
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| 7. | Program | Operations – | Education | and Traini | ng Services |
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| a. | Service Category (use uniform definition) – Education and Training Services |
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| 8. | Program | Operations – | Emplo | yment Services |
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| a. | Service Category (use uniform definition) – Employment Services |
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| 9. I | Program O | perations – | Family | Planning | Services |
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| a. | Service Category (use uniform definition) – Family Planning Services |
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| 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 | | |
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| 11. | Program | Operations – | Foster | Care | Services | for | Children |
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| a. | Service Category (use uniform definition) – Prevention and Intervention Services |
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| 12. | Program | Operations – H | lealth Related | and Home | Health Services |
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| a. | Service Category (use uniform definition) – Health Related and Home Health Services |
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| 13. | Program | Operations – | Home | Based | Services |
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| 14. | Program | Operations | – Home | Delivered | Meals |
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| a. | Service Category (use uniform definition) – Home Delivered Meals |
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15. Program Operations – Housing Services

| a. | Service Category (use uniform definition) – Housing Services |
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16. Program Operations – Independent and Transitional Living Services

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| 17. Prog | ram Operations · | Information | and Referral |
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| a. | Service Category (use uniform definition) – Information and Referral |
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18. Program Operations – Legal Services

| a. | Service Category (use uniform definition) – Legal Services |
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| а. | Service Category (use uniform definition) – | Pregnancy and Parenting Services for Young Parents |
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19. Program Operations – Pregnancy and Parenting Services for Young Parents

| | 20. | Program | Operations – | Prevention and | Intervention | Services |
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| а. | Service Category (use uniform definition) – Prevention and Intervention Services |
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| 21. | Program O | perations – | Protective | Services | for Adults |
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| 22. | Program | Operations – | Protective | Services | for Children |
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| a. | Service Category (use uniform definition) – Protective Services for Children |
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| 23. | Program | Operations – | Recreational | Services |
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| a. | Service Category (use uniform definition) – Recreational Services |
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| 24. | Program | Operations – | Residential | Treatment | Services |
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| a. | Service Category (use uniform definition) – Residential Treatment Services |
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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 |
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| b. | SSBG Goal | |
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| c. | Description of Services | |
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| | | |
| d. | Description of Recipients (eligibility conside | erations) |
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| e. | Method of Delivery and Geographic Area | |
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| f. | Partnering State Agency | |
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| 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 | |
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| 27. | Program | Operations – | Substance | Abuse | Services |
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| a. | Service Category (use uniform definition) – Substance Abuse Services |
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| b. | SSBG Goal |
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| с. | Description of Services |
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| d. | Description of Recipients (eligibility considerations) |
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| e. | Method of Delivery and Geographic Area |
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| f. | Partnering State Agency |
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| g. | Subgrantee / Service Providers |
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| 28. | Program | Operations – | Transportat | ion Services |
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| а. | Service Category (use uniform definition) – Transportation Services |
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| b. | SSBG Goal |
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| c. | Description of Services |
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| h | Description of Recipients (eligibility considerations) |
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| e. | Method of Delivery and Geographic Area |
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| f. | Partnering State Agency |
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| g. | Subgrantee / Service Providers |
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29. Program Operations – Other Services

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