
***SOCIAL SERVICES BLOCK
GRANT PROGRAM***

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Social Services
330 C Street, S.W.
Washington, D.C. 20201
<http://www.acf.hhs.gov/programs/ocs/programs/ssbg>

Information Memorandum

Transmittal No. 01-2018

Date: December 8, 2017

To: Social Services Block Grant (SSBG) State Officials and Program Contacts

Subject: Reporting Deadline for the 2017 Post Expenditure Report

Purpose: To notify grantees of the upcoming deadline for the submission of the 2017 SSBG Post Expenditure Report.

Background

Grantees must submit to the Office of Community Services an annual Post Expenditure Report no later than six months following the close of the fiscal year. Those grantees following the fiscal year July 1 through June 30 must submit and make public their Post Expenditure Report no later than close of business December 30, 2017. Those grantees following the federal fiscal year October 1 through September 30 must submit and make public their Post Expenditure Report no later than close of business March 30, 2018. The Post Expenditure Report should be submitted in the [SSBG Online Data Collect Site \(Portal\)](#).

Due Dates for the 2017 Post Expenditure Report

An annual Post Expenditure report that describes how the state expended its SSBG funds for the past year must be submitted by December 30, 2017 (if the grantee operates on a July-June fiscal year) or March 30, 2018 (if the grantee operates on a federal fiscal year).

Required Content for the Post Expenditure Report

The Post Expenditure Report must include the following at a minimum:

- The number of individuals who received services paid for in part or in whole with federal funds under the Social Services Block Grant;
- The amount of Social Services Block Grant funds spent in providing each service;
- The method(s) by which each service is provided, showing separately services provided by public agencies, private agencies, or both;
- The criteria applied in determining eligibility for each service such as income eligibility guidelines, sliding fee scales, the effect of public assistance benefits, and any requirements for enrollment in school or training programs; and

- Each State’s definition of “child,” “adult,” and “family.”

If the Post Expenditure Report includes TANF transfer data, the total TANF transfer amount reported in the Post Expenditure Report should be consistent with the appropriate TANF federal financial report (ACF-196R). It is strongly encouraged that you coordinate with your TANF counterpart(s) to support the integrity of TANF transfer data. (Note: a State may not transfer more than 10 percent of funds from TANF to SSBG. In addition, funds transferred from TANF to SSBG are to be used only for programs or services to children or their families whose income is less than 200 percent of the income poverty guideline applicable to a family of the size involved. (See [Section 404\(d\) of the Social Security Act](#))

Contact Information

Should you have any outstanding questions or concerns related to the upcoming Post Expenditure Report deadlines, the process for submission, or the requirements of submission, please contact your [Social Services Program Specialist](#) for assistance. Thank you for your service to the most vulnerable children, adults, and families and for your continued partnership with the Administration for Children and Families, Office of Community Services.

Address inquiries for:

HHS Regions I, II, III, VIII, X,
& Territories
Theresa E. Taylor, LMSW
Social Services Program Specialist
Telephone: (202) 401-6972
Email: Theresa.Taylor@acf.hhs.gov

HHS Regions IV, V, VI, VII and IX
Lynwood McDaniel, Jr.
Social Services Program Specialist
Telephone: (202) 401-5718
Email: Lynwood.McDaniel@acf.hhs.gov

_____/s/_____
J. Janelle George
Acting Director
Office of Community Services

_____/s/_____
Yolanda J. Butler, PhD
Director
Division of Social Services
Office of Community Services

SSBG Data Portal:
<https://www.ssbportal.net>

Section 404(d) of the Social Security Act:
https://www.ssa.gov/OP_Home/ssact/title04/0404.htm

Social Services Program Specialists:
<https://www.acf.hhs.gov/ocs/resource/ssbg-staff-assignments-by-region>