



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

**Social Services Block Grant
Action Transmittal**

AT#: SSBG-AT-2021-02
DATE: October 5, 2021
TO: Social Services Block Grant (SSBG) State Officials and Program Contacts
SUBJECT: Reporting Deadlines for the 2021 Post Expenditure Report
ATTACHMENT(S): Not Applicable

Dear Colleagues,

Background

An annual Post Expenditure report that describes how the state expended its Social Services Block Grant (SSBG) funds for the past year must be submitted annually, according to a schedule set by the Office of Community Services (OCS). Grantees must submit to OCS an annual Post Expenditure Report no later than six months following the close of the fiscal year.

Due Dates for the 2021 Post Expenditure Report

Post Expenditure Reports for grantees following the state fiscal year July 1 through June 30 is due close of business December 30, 2021. Grantees following the federal fiscal year September 1 through October 30 must submit their Post Expenditure Reports no later than close of business March 30, 2022. The Post Expenditure Report should be submitted in the [SSBG Online Data Collect Site \(Portal\)](#).

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 Temporary Assistance for Needy Families (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 Lynwood McDaniel, Jr. at (202) 401-4627 or SSBG@acf.hhs.gov for assistance.

Effective October 8, 2021, Lynwood McDaniel Jr., will assume a new position with another federal agency. As such, please submit all SSBG inquiries beginning October 8 2021, to Dr. Yolanda J. Butler at Yolanda.butler@acf.hhs.gov and SSBG@acf.hhs.gov.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

J. Janelle George
Deputy Director
Office of Community Services