



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/ocs](http://www.acf.hhs.gov/ocs)

**Social Services Block Grant**  
**Action Transmittal**

**AT#:** SSBG-AT-2021-01

**DATE:** May 25, 2021

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

**SUBJECT:** Application Model for Fiscal Year (FY) 2022 Social Services Block Grant (SSBG) Based on the Availability of Funds

**ATTACHMENT(S):** Social Services Block Grant (SSBG) Intended Use Plan Form (OMB Form No. 0970-0234), Online Data Collection (OLDC) Access Form

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**Related References:**

The Social Services Block Grant (SSBG) program is authorized under Title XX of the Social Security Act, as amended, and is codified at 42 USC 1397 through 1397e. The implementing regulations for this and other block grant programs authorized by Omnibus Budget Reconciliation Act of 1981 are published at 45 CFR Part 96. Those regulations include both specific requirements and general administrative requirements in lieu of 45 CFR Part 75 (the HHS implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for the covered block grant programs. Requirements specific to SSBG are found in 45 CFR Sections 96.70 through 96.74.

**Purpose:**

To share with States the requirements and provide guidance for the preparation of SSBG Pre-expenditure and Intended Use Plan reporting.

**Background:**

Each State is responsible for designing and implementing its own SSBG program, within very broad Federal guidelines. States must administer their SSBG program according to their approved plan, along with amendments, and in conformance with following rules, regulations, and policies. Each year States are required to submit a Pre-Expenditure Report and Intended Use Plan as prerequisites to receiving SSBG funds. These submissions outline the planned use of SSBG funds for the provision of services in each State.

**OMB Approved Form for the Intended Use Plan:**

The Office of Community Services recently requested and received approval to expand the Pre-expenditure Report form (OMB Form No. 0970-0234) to include information related to the SSBG Intended Use Plan. The Intended Use Plan was previously submitted as a narrative. Establishing a form for the Intended Use Plan will standardize reporting submissions for SSBG, which will increase the efficiency in reporting and assessment for grantees and federal staff. The Office of Community Services will hold a virtual training on **Monday, June 7, 2021**, to review the new form and provide instructions on its completion. Communication regarding the training will be disseminated prior to the meeting through a separate correspondence.

**Pre-Expenditure Report and Intended Use Plan Due Date:**

An annual Pre-Expenditure Report and Intended Use Plan that describe how the State plans to administer its SSBG funds for the upcoming year must be submitted prior to receipt of a SSBG allotment. These reports are required to be submitted 30 days prior to the start of the fiscal year (June 1 if the state operates on a State Fiscal Year, or September 1 if the state operates on a Federal Fiscal Year). The due date for states operating on a State Fiscal Year will be extended for FY22 Reports. The new due date for states operating on a State Fiscal Year will be **Wednesday, June 23, 2021**. The extended due date is to accommodate for grantee training and use of the newly approved OMB form designed to collect information related to the Intended Use Plan. The due date for states operating on a Federal Fiscal Year will remain as **September 1, 2021**.

**Examples:**

The report or plan covers State Fiscal Year 2022, which runs from July 1, 2021 to June 30, 2022.  
FY 2022 Pre-Expenditure Report and Intended Use Plan

**Due date: June 23, 2021**

The report or plan covers Federal Fiscal Year 2022, this runs from October 1, 2021 to September 30, 2022. FY 2022 Pre-Expenditure Report and Intended Use Plan

**Due date: September 1, 2021**

**Online Submission:**

Each State must submit their annual Pre-Expenditure Report and Intended Use Plan form in the [SSBG Online Data Portal](#). Additionally, ACF requires States to use the OLDC system to submit data on the Application for Federal Assistance SF-424 - Mandatory (M). OCS will only consider applications to be official and complete once the SF-424M is submitted through the OLDC system and the Pre-Expenditure Report and Intended Use Plan are submitted through the [SSBG Online Data Portal](#).

At least one SSBG program contact should maintain an OLDC account in order to complete and submit the SF-424M. Accounts can be established and/or updated via the OLDC Access Form (see Attachment B). The form should be completed, as necessary, and submitted to your Social Services Program Specialist. If you list more than one State contact person, be sure to designate which one will be the primary contact.

Additional fiscal reporting documents must be submitted as part of the mandatory submission: SF-425 and Form TANF ACF 196 to ensure accurate review of the applications in accordance with federal policies and statutes.

**Temporary Assistance to Needy Families (TANF) Transfer:**

Funds Transfer Limit: A State may transfer up to 10 percent of their TANF funds to the SSBG annually.

Income Limit for Transferred Funds: Please note the following statutory requirement. [Section 404\(d\)\(3\)\(B\)](#) of the Social Security Act, 42 USC 604(d)(3)(B), requires that all funds transferred from TANF to SSBG “shall be used only for programs and services to children or their families whose income is less than 200 percent of the income official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Omnibus Budget Reconciliation Act of 1981) applicable to a family of the size involved.”

Expenditure Period for TANF Transfer:

Funds transferred into SSBG from TANF pursuant to section 404(d)(3)(A) shall not be subject to the requirements of TANF (except as required under 404(d)(3)(B)) but are subject to the rules and regulations pertaining to the SSBG program corresponding to the fiscal year when the funds are transferred. The transferred funds and regular SSBG funds granted the State during a fiscal year are subject to the two-year timely filing provisions contained in 45 CFR Part 95.

**Example:**

A State transferred \$100 of fiscal year 2021 funds to the SSBG program. The funds transferred to SSBG must be liquidated by September 30, 2022. The State must report the transfer on the ACF-196 and the SSBG SF-269 and Post Expenditure Reports.

**Content:**

The Intended Use Plan reports intended or planned uses of SSBG funds, including the types of activities (or services) to be supported, and the categories and characteristics of individuals to be served (such as children, adults 59 and younger, adults 60 and older, and the disabled) (42 U.S.C. §1397c). States are encouraged to use the expanded OMB Form No. 0970-0234 for the Intended Use Plan (See sample Attachment A). The form must be submitted as an upload through the SSBG Online Data Portal.

The Pre-expenditure Report is the reporting mechanism for providing information on the intended or planned expenditure of SSBG funds. This documentation will provide for a more accurate analysis of the intended allocation for which SSBG funds will be spent by States. The Pre-expenditure Report should be directly entered into the Pre-expenditure Report section of the SSBG Online Data Portal using estimated expenditures and recipient data rather than actual expenditures and recipient data.

If the plan changes during the year, a revised Intended Use Plan and Pre-Expenditure Report must be submitted to the OCS for approval.

**Additional Information:**

States receiving SSBG funds are also required to submit a Post-Expenditure Report annually. The Post-Expenditure Report for SSBG funds is due within six months of the close of each annual reporting period. States are reminded to track expenditures of SSBG funds from their SSBG allotments and submit accurate actual expenditure data.

Address inquiries for:

**HHS Regions IV, V, VI, VIII, and IX**

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**HHS Regions I, II, III, VII, X and Territories**

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**Online Data Collection Systems:**

[SSBG Online Data Collection System](#)

[Grant Solutions Online Data Collection \(OLDC\)](#)

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