



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

Social Services Block Grants Action Transmittal

IM#: SSBG-AT-2020-01
DATE: November 25, 2019
TO: Social Services Block Grant (SSBG) State Officials and Program Contacts
SUBJECT: Reporting Deadlines for the 2019 Post Expenditure Report
ATTACHMENT(S): Not Applicable

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, 2019. 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, 2020. The Post Expenditure Report should be submitted in the [SSBG Online Data Collection Site \(Portal\)](#).

Due Dates for the 2019 Post Expenditure Report

An annual Post Expenditure that describes how the state expended its SSBG funds for the past year must be submitted by December 30, 2019 (if the grantee operates on a July-June fiscal year) or March 30, 2020 (if the grantee operates on a federal fiscal year). 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 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:

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

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