
***SOCIAL SERVICES BLOCK
GRANT PROGRAM***

Information Memorandum

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

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Date: March 27, 2017

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

Subject: SSBG Annual Pre-Expenditure Report and Intended Use Plans

Purpose: Pre-Expenditure Reporting for the SSBG Program
Timeframes for Submitting Intended Use Plan Changes

RELATED REFERENCES:

The 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 92 (the HHS implementation of the A-102 Common Rule) for the covered block grant programs. Requirements specific to SSBG are found in 45 CFR Sections 96.70 through 96.74. 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 their own implementing rules and policies.

BACKGROUND

The Pre-Expenditure Report is the only reporting mechanism for providing information on the intended or planned use of SSBG funds. States are encouraged to include the U.S. Office of Management and Budget (OMB) Form No 0970-0234¹ with the Pre-Expenditure Report. This additional documentation will provide for a more accurate analysis of the extent to which SSBG funds are spent by States. The reporting form should be completed with estimated expenditures and recipient data rather than actual expenditures and recipient data. While no specific outline is required for the Pre-Expenditure Report, a narrative of the

¹ OMB approval of the OMB Form No 0970-0234 expires in November 2017. ACF is in the process of gaining OMB approval for the subsequent time period.

proposed activities and individuals to be served or a chart with this information by service area should be provided in pdf format. If the planned uses of SSBG funds change during the year, a revised Pre-Expenditure Report must be submitted to the OCS.

TIME FRAMES FOR SUBMITTING INTENDED PLAN CHANGES IN THE ANNUAL PRE-EXPENDITURE REPORT

Revisions to data previously submitted may result from circumstances such as erroneously categorizing an expenditure thus impacting the validity of our data and reporting.

Annual Pre-Expenditure Report

The State must submit revisions and updated information to the current year Pre-Expenditure Report by the end of the second quarter of its fiscal year.

TANF Transfers

The State must submit revisions and updated information on its TANF transfers to the current year Pre-Expenditure Report by the end of the third quarter of its fiscal year. Extensions for revision submissions will be considered with a narrative justification and supporting documentation.

Contact Information

Should you have any outstanding questions or concerns related to the Pre-Expenditure Report, the process for submission, or the requirements of submission, for assistance please contact:

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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.

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