

TENNESSEE SSBG INTENDED USE PLAN

Social Services Block Grant

Pre-Expenditure Report

Fiscal Year 2017

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I. State/Federal Fiscal Year covered in Pre-expenditure Plan (REQUIRED)

Specify the fiscal year, including start and end dates, covered in the pre-expenditure plan.

Fiscal Year (*select one*):

State

Federal

Dates (*start and end date of fiscal year*):

Start Date: 07/01/2016

End Date: 06/30/2017

II. Letter of Transmittal (Recommended)

Provide a letter of transmittal that includes contact information for the SSBG contact person and the State SSBG official receiving the SSBG Grant Award.

Tennessee Department of Human Services
Citizens Plaza Building, 15th Floor
400 Deaderick Street
Nashville, TN 37243-1403

06/01/2016

Ms. Marsha Werner
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, SW
5th Floor, West
Washington, DC 20447

Dear Ms. Werner,

Enclosed is the Social Services Block Grant pre-expenditure report for Tennessee. The report covers State Fiscal Year 2017, which runs from July 1, 2016 to June 30, 2017.

The State SSBG official receiving the SSBG Grant Award is:

Tennessee Department of Human Services
Citizens Plaza Building, 15th Floor
400 Deaderick Street
Nashville, TN 37243-1403
Telephone: 615-313-4700
Fax: 615-741-4165
E-mail:

The SSBG program contact person is:

Renee Bouchillon, APS Director, Community and Social Services
Citizens Plaza Building, 8th Floor
400 Deaderick Street
Nashville, TN 37243-1403
Telephone: 615-744-3939
Email: renee.bouchillon@tn.gov

OR

Telephone:

Fax:

E-mail:

If you have any questions regarding this report, please contact Renee Bouchillonl at 615-744-3939 or .

Sincerely,

Dr. Raquel Hatter
Commissioner, DHS

III. Public Inspection (REQUIRED)

Provide a description of how the State made the current pre-expenditure report available for public inspection and comment. Also provide documentation of public hearing (e.g., copies of public hearing notices, letters, newspaper articles, etc.) in Appendix A.

The SSBG Intended Use of Funds Plan was made available on 4/22/16 on the Tennessee Department of Human Services website at:
<http://www.tn.gov/humanservices/article/social-services-block-grant>

Meeting details were also placed on the Public Meetings page on the Tennessee State Government website at www.tn.gov and <http://www.tn.gov/meetings> . A Media Advisory was also sent to media outlets throughout the state including daily and non-daily newspapers, television and radio stations.

The public hearing was held on May 10, 2016 at 8:30 am.

Media Advisory, website information, and hearing transcripts are found in Appendix A.

IV. Narrative

A. Administrative Operations (Recommended)

1. State Administrative Agency

Outline the mission and responsibilities, as well as the goal and objectives, of the agency designated to administer the State's SSBG program.

Agency Designated to Administer SSBG Program:
Tennessee Department of Human Services (DHS)

Mission of Agency:
To offer temporary economic assistance, work opportunities, and protective services to improve the lives of Tennesseans.

Agency Responsibilities:
The priority responsibility of the lead agency will be to ensure that SSBG funds are expended in a manner to support the goals of the program.

Agency Goals and Objectives:
The Department of Human Services' major goals are:

- To provide a quality system of coordinated human services to meet the changing needs of individuals, children and families in Tennessee.
- To remain committed to being customer-oriented, promote self-sufficiency, improve the quality of services, and build effective partnerships through a wide range of services in all ninety-five (95) counties of the State.
- To prevent and reduce harm to individuals who are vulnerable.
- To enable those in need to achieve self-sufficiency and improve their quality of life including helping them to achieve their highest economic potential.

2. State Offices/Departments

Identify the State entities allocated SSBG funds and provide a brief description of the services supported by each of the entities.

Agency -
FiftyForward, Inc. - Adult Day Care
First Tennessee Human Resource Agency - Adult Day Care
Goodwill Homes, Inc. - Adult Day Care
Hamilton County Government - Adult Day Care
Knoxville-Knox County Community Action Committee - Adult Day Care
East Tennessee Human Resource Agency, Inc. - Homemaker
First Tennessee Human Resource Agency - Homemaker

Hamilton County Government - Homemaker
HelpCare Homemaker Services - Homemaker
Meritan, Inc. - Homemaker
Mid-Cumberland Human Resource Agency - Homemaker
Northwest Tennessee Human Resource Agency - Homemaker
Partnership for Families, Children & Adults, Inc. - Homemaker
South Central Human Resource Agency - Homemaker
Southwest Human Resource Agency
Upper Cumberland Human Resource Agency - Homemaker

B. Fiscal Operations (Recommended)

1. Criteria for Distribution

Describe the State's criteria for allocation of SSBG funds to State entities listed above in A2.

Allocation of SSBG funds between the Department of Human Services (DHS) and the Department of Children's Services (DCS) follows an established agreement between the two state agencies.

2. Planning Process for Use and Distribution of Funds:

Describe the planning process for determining the State's use and distribution of SSBG funds.

Allocation of SSBG Funds between the Department of Human Services (DHS) and the Department of Children's Services (DCS) follows an established agreement between the two state agencies. DHS/DCS Appropriations Bill is attached as Appendix D. During the State's budgeting process, decisions are made on the use and distribution of SSBG funds to maximize the benefits for citizens of the State. The Allocations to DHS' sub-grantees is based on the poverty percentages in each of the state's ninety-five (95) counties, and the percentage of elderly in poverty. The State has reviewed spending trends for the last five years. Additionally, the State has a 20% match requirement for the SSBG grant. Fiscal staff and SSBG program staff have reviewed each agency's spending trends to best determine appropriate allocation levels.

3. Financial Operations System:

Describe the State's process of assigning costs (e.g., cost allocation plan) and method of calculating costs (e.g., Random Moment in Time).

DCS and DHS have cost allocation plans that are approved by the U.S. Department of Health and Human Services. The last allocation plan from DHS was submitted on January 10, 2014 and effective July 1, 2014.

C. Program Operations (REQUIRED)

1. SSBG Statutory Goals the State Plans to Achieve

Indicate which of the statutory goals the State plans to achieve, and provide a description of how services funded by the SSBG will be directed at one or more of these goals.

SSBG Statutory Goals:

- 1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency
- 2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency
- 3. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families
- 4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care
- 5. Securing referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions

2. Characteristics of Individuals to be Served

Describe the characteristics of individuals to be served, including: definitions of child, adult, and family; eligibility criteria; and income guidelines.

Definitions

Child: A child means a dependent not exceeding 17 years.

Adult: An adult means a person 18 years of age and over.

Family: A family means all persons living together in a dwelling unit.

Eligibility Criteria:

Services are provided to adults and children who meet the income guidelines established each year for the program and which vary by program components and include the use of the federal poverty guidelines, state's medium income, and in the case of adult protective clients, are served without regard to income.

Income Guidelines:

Eligibility is based on the 125% of the federal poverty guidelines as updated annually or the annually updated state's medium income. See below:

Family Size	125% Federal Poverty Guidelines		
		Year	Month
1	\$	14,850.00	\$ 1,237.50
2	\$	20,025.00	\$ 1,668.75
3	\$	25,200.00	\$ 2,100.00
4	\$	30,375.00	\$ 2,531.25
5	\$	35,550.00	\$ 2,962.50
6	\$	40,725.00	\$ 3,393.75
7	\$	45,912.50	\$ 3,826.04
8	\$	51,112.50	\$ 4,259.38
For each additional person add			
.	\$	5,200.00	\$ 433.33

3. Types of Activities to be Supported

Describe the types of activities to be provided using SSBG funds. Organize the services by the Uniform Definition of Services and the corresponding State service title, if different. For each service, also provide:

- *SSBG statutory goals supported;*
- *Method of delivery (i.e., public, private or both); and*
- *Geographic area/location where services will be provided (e.g., Statewide, county, city).*

1. Adoption Services

Adoption services are those services or activities provided to assist in bringing about the adoption of a child. Component services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post- placement training and/or counseling.

Overall National Program Goals: 2, 3

State Definition: Adoption services are those services or activities provided to assist in bringing about the adoption of a child.

Components include but are not limited to:

- 1) study and evaluation of the child's needs;
- 2) counseling with the child's birth parents;
- 3) counseling with the child in preparation for adoptive placement;
- 4) recruitment, and preparation of adoptive homes;
- 5) pre-placement, and supervision of placement including counseling with the child and adoptive parents;
- 6) counseling and court-related services in independent placements as may be required by statute;
- 7) provision of necessary legal safeguards for the birth family, child and adoptive parent;

- 8) transportation to secure other needed services;
- 9) post-adoption services upon written request of the adult adoptee for medical and non-identifying information and/or search for birth relatives; and
- 10) financial subsidy for certain children and their adoptive parents based on the child's need for emotional, mental and physical diagnostic and treatment services; and room and board.

Overall National Program Goals: 2, 3, 4

State Definition: Services to ensure continuity of responsibility for the care, protection, and permanency and case planning for children and adults who may be placed across state or national boundaries in order to achieve secure and stable homes. This involves agreements between various agencies to comply with existing child/adult placement laws and cooperation with other private and public agencies and courts.

Components include but are not limited to:

- 1) comprehensive referrals;
- 2) home studies and supervisory reports;
- 3) some services to runaway children;
- 4) transportation; and
- 5) counseling.

2. Case Management Services

Case management services are services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. Component services and activities may include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that client rights are protected.

Overall National Program Goal: 2, 3

State Definition: School based prevention/early intervention services aimed at assisting families through information and training and helping families learn to resolve problems through the collaborative efforts of many disciplines within the community (educational, medical, psychological, business, and social services).

Components include but are not limited to:

- 1) home visitation and counseling for families;
- 2) child care to facilitate program participation;
- 3) conflict resolution/peer mediation training;
- 4) clothing bank;
- 5) literacy programs/GED preparation;

- 6) child development training;
- 7) job readiness/training; and
- 8) parenting skills for all ages.

3. Congregate Meals

Congregate meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.

This service may be provided if it is determined that the need arises during the fiscal year.

4. Counseling Services

Counseling services are those services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or drug abuse.

Overall National Program Goals: 3, 4

State Definition: These therapeutic services are both home and center based services that are provided by licensed clinical staff or by non-licensed master or bachelor level staff under the direct supervision of licensed clinical staff. These staff work with children, youth, and families in need of this service based on an assessment of the Family Support Services worker. These services cannot be purchased if TennCare or insurance is available to pay for services. Behavioral health services that are deemed medically necessary cannot be purchased.

Components include but are not limited to:

- 1) Ongoing psycho-social counseling for victims of child physical or sexual abuse, and their families;
- 2) Psycho-social counseling for perpetrators of child physical or sexual abuse when the perpetrator is a family member or youth under 18 who is not in state placement;
- 3) Services for children/youth and their families who are experiencing family dysfunction so severe that ongoing psycho-social counseling is necessary to maintain the family intact;
- 4) Psycho-social counseling for children/youth and their families who have a diagnosed DSM-IV mental illness that left untreated is putting the child at risk for abuse or neglect and/or state placement;

- 5) Provides age appropriate parenting skills training and child development information;
- 6) May include generic services (individual, group and family counseling) and highly focused services (social skills training, substance abuse refusal skills training, adventure-based counseling, cognitive therapy, medication monitoring, etc.); and
- 7) Home based services that coordinate with the center based counseling by teaching parents to apply skills they have learned during counseling in their home setting.

Overall National Program Goals: 2, 3, 4

State Definition: Provide intervention and services to facilitate the reunification of children in custody with their families.

Components include but are not limited to:

- 1) individual, group and family counseling and non-medical treatment services to child and /or family members;
- 2) counseling in regard to parenting responsibilities;
- 3) parent training;
- 4) counseling for problems and issues regarding alcohol and drug dependency for the child and/or family members;
- 5) advocacy services for the family;
- 6) transportation as necessary in order to access services; and
- 7) services to support “reasonable efforts” as indicated in a child’s permanency plan.

5. Day Care Services--Adults

Day care services for adults are those services or activities provided to adults who require care and supervision in a protective setting for a portion of a 24-hour day. Component services or activities may include opportunity for social interaction, companionship and self- education; health support or assistance in obtaining health services; counseling; recreation and general leisure time activities; meals; personal care services; plan development; and transportation.

Overall National Program Goals: 1, 2, 3, 4, 5

State Definition: A structured program of personal care and training offered for less than 24 hours a day in an approved community-based facility. These services, preventive and/or protective in nature, shall be provided for adults who are not capable of full independent living as a result of physical disability, developmental disability, emotional impairment, and/or frailty resulting from advanced age.

Components include:

- 1) work activities;
- 2) nutritional services;
- 3) life enrichment activities;
- 4) continuing education;
- 5) counseling for the client and/or family;
- 6) speech and hearing therapy;
- 7) health monitoring;
- 8) transportation to and from the program; and
- 9) physical and psychological examination if needed for entry and continuance in the program.

6. Day Care Services--Children

Day care services for children (including infants, pre-schoolers, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day. Component services or activities may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of child care homes and facilities.

Overall National Program Goal: 1, 2, 3, 4

State Definition: The care, education, supervision, and guidance of a child on a regular basis for periods of less than 24 hours per day.

Funding Sources: SSBG, CCDF, Title IV-A, FSA, Other Federal, State
Method of Service Delivery: Contract

DHS contracts with public and non-profit agencies to assist parents/caretakers and Social Services counselors in selecting appropriate child care and to arrange for payment. Agencies determine eligibility for some SSBG eligible caretakers.

Overall National Program Goals: 1, 2, 3, 4

State Definition: Sitter Services provide safe and appropriate supervision of a child while the parents are unable to provide care due to employment, going to school or other activities. These services are provided to prevent harm to the child or commitment to state custody only when no other child care resource is available.

Components of Service include but are not limited to:

- 1) available to prevent removal of the child from the home;

- 2) providers may include licensed day care homes; and
- 3) services may not exceed 3 months of service.

7. Education and Training Services

Education and training services are those services provided to improve knowledge or daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.

Overall National Program Goal: 1, 2, 3, 4

State Definition: Tutoring may be authorized in cases where the child is in need of professional assistance to help alleviate or eliminate academic deficits. Tutoring should generally be authorized on a short-term basis and should not supplant or alleviate the requirements of local public school systems to address the academic needs of their students.

8. Employment Services

Employment services are those services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment. Component services or activities may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, transportation; and referral to community resources.

This service may be provided if it is determined that the need arises during the fiscal year.

9. Family Planning Services

Family planning services are those educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. These services and activities include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption). Specific component services and activities may include pre-conceptual counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability.

Family planning services do not include pregnancy care (including obstetric or prenatal care).

This service may be provided if it is determined that the need arises during the fiscal year.

10. Foster Care Services for Adults

Foster care services for adults are those services or activities that assess the need and arrange for the substitute care and alternate living situation of adults in a setting suitable to the individual's needs. Individuals may need such services because of social, physical or mental disabilities, or as a consequence of abuse or neglect. Care may be provided in a community-based setting, or such services may arrange for institutionalization when necessary. Component services or activities include assessment of the individual's needs; case planning and case management to assure that the individual receives proper care in the placement; counseling to help with personal problems and adjusting to new situations; assistance in obtaining other necessary supportive services; determining, through periodic reviews, the continued appropriateness of and need for placement; and recruitment and licensing of foster care homes and facilities.

Overall National Program Goals: 1, 2, 3, 4

State Definition: Twenty-four hour care in foster family homes may be provided for adult protective service clients. The objective of the care is to provide a family living arrangement for aged or adults with disabilities who do not require institutional or nursing care, whose own families are unable to care for them, and who are unable to live independently.

Components include:

- 1) recruitment, study, and approval of family homes;
- 2) placement and supervision of placement activities including counseling with the resident and sponsors;
- 3) referral and case management services which may be necessary for the development and implementation of a service plan; and
- 4) transportation as needed to assist in securing other needed services.

11. Foster Care Services for Children

Foster care services for children are those services or activities associated with the provision of an alternative family life experience for abused, neglected or dependent children, between birth and the age of majority, on the basis of a court commitment or a voluntary placement agreement signed by the parent or guardian. Services may be provided to children in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, pre-adoptive homes or supervised independent living situation. Component services or activities may include assessment of the child's needs; case planning and case management to assure that

the child receives proper care in the placement; medical care as an integral but subordinate part of the service; counseling of the child, the child's parents, and the foster parents; referral and assistance in obtaining other necessary supportive services; periodical reviews to determine the continued appropriateness and need for placement; and recruitment and licensing of foster homes and child care institutions.

Overall National Program Goals: 1, 2, 3, 4

State Definition: Twenty-four hour care for children in a private home or licensed group care facility for a temporary period because the normal family environment is either non-existent or greatly hampered because of social, emotional, or economic problems. The service intent is to reunite children and their families as quickly as possible or, when necessary, develop alternate permanent families for the children.

Components include but are not limited to:

- 1) recruitment and study of foster homes;
- 2) placement and supervision of children in the foster care settings most like or near their own communities;
- 3) periodic review procedures designed to ensure the appropriateness and continuing supervision of the placement activities and permanency planning;
- 4) referral and case management services for the child and their families necessary for the service plan; and transportation for visitation and to secure other needed services.

Overall Program Goals: 2, 3

State Definition: This program targets children who have been abused or neglected and who cannot live with their parents but have relatives who are able and capable of providing care for the children with some financial and social support.

Components of Service include but are not limited to:

- 1) individual and family counseling;
- 2) respite care for children;
- 3) legal services;
- 4) financial aid;
- 5) recreation;
- 6) homemaker services;
- 7) transportation;
- 8) advocacy;
- 9) support groups;
- 10) training;
- 11) mediation;
- 12) family conferencing;

- 13) case management;
- 14) mentoring;
- 15) child care; and
- 16) children's therapeutic activity groups.

12. Health Related and Home Health Services

Health related and home health services are those in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide or secure, and utilize appropriate medical treatment, preventive medical care, and health maintenance services, including in-home health services and emergency medical services; and providing follow-up services as needed.

Overall National Program Goals: 1, 4

State Definition: In-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Component services and activities may include providing an analysis or assessment of an individual's health and the development of a treatment plan; the purchase of prescribed medication for adults or children pending TennCare approval; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide or secure, utilize, and receive appropriate medical treatment, preventive medical care, and health maintenance services, including in-home health services and emergency medical services if needed; and providing follow-up services as needed.

13. Home Based Services

Home based services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services. Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.

Overall National Program Goals: 2, 3, 4

State Definition: Supportive services provided by qualified paraprofessionals employed as homemakers, who are supervised by professional staff. These services are provided to the adult population.

Components include but are not limited to:

- 1) providing protective supervision of adults;
- 2) teaching of homemaker skills;
- 3) teaching or assisting with household management to include becoming a responsible consumer and how to budget wisely;
- 4) assisting in the acquisition of medical and other community resources;
- 1) providing transportation as needed and teaching clients to use public transportation;
- 2) teaching or assisting with essential shopping;
- 3) teaching or assisting with household tasks;
- 4) teaching or assisting with personal care;
- 5) providing temporary care to help the adult to return to or remain in his/her own home; and
- 6) providing case management services.

Overall Program Goals: 2, 3, 4

Definition: Supportive services that involve a series of personal contacts in the home by qualified para-professionals employed as homemakers. Homemakers act under the supervision and guidance of professional staff.

Components of Service include but are not limited to:

- 1) teaching of homemaker skills; including the preparation of nutritious, appetizing meals;
- 2) teaching household management skills;
- 3) teaching parents to be responsible consumers and to budget money wisely;
- 4) teaching parenting skills/appropriate discipline techniques;
- 5) teaching personal skills (good grooming, healthy living habits, appropriate dress);
- 6) assisting in use and acquisition of medical and other community resources
- 7) providing transportation as needed; teaches family members to use public transportation as appropriate;
- 8) providing encouragement and seeks to stimulate self-help attitudes and behavior; and
- 9) case management by professional staff as needed.

14. Home Delivered Meals

Home-delivered meals are those services or activities designed to prepare and deliver one or more meals a day to an individual's residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.

This service may be provided if it is determined that the need arises during the fiscal year.

15. Housing Services

Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.

Overall Program Goals: 1, 2, 3, 4

State Definition: In some cases, home repairs may be essential to ensure that unsafe conditions in the adult's or child's immediate living environment are removed or eliminated. Examples would include repairing broken windows, repairing a heating or plumbing system, purchasing pest control services, or repairing items such as stoves or refrigerators. The actual purchase of furniture, appliances, or equipment is allowable if absolutely necessary to prevent the removal of the adult or child from the home, or enable the child to return home from placement. Home repairs should be authorized for cases where the defective condition places the adult or child at substantial risk of harm or neglect. Auto repairs should be limited to basic repairs to maintain necessary transportation for safety and health reasons.

16. Independent and Transitional Living Services

Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living. Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.

This service may be provided if it is determined that the need arises during the fiscal year.

17. Information and Referral

Information and referral services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.

This service may be provided if it is determined that the need arises during the fiscal year.

18. Legal Services

Legal services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

Overall National Program Goals: 2, 3, 4

State Definition: Diversion services consist of an array of activities that provide alternatives for out of home care and state custody for families and children at imminent risk of entering state care.

Components include, but are not limited to:

- 1) day treatment of juvenile academy interventions;
- 2) aftercare services;
- 3) crisis intervention;
- 4) respite services;
- 5) counseling and case management; and
- 6) intensive probation.

19. Pregnancy and Parenting Services for Young Parents

Pregnancy and parenting services are those services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future. Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.

Overall National Program Goals: 1, 2, 3, 4, 5

State Definition: Preventive services designed to assist parents/expectant parents in identifying their capability and desire to parent their child(ren) and/or expected child(ren).

Components include but are not limited to:

- 1) counseling in regard to parenting responsibilities and, as appropriate, alternatives for care of their child(ren);
- 2) aid in securing services which may be necessary for the development and provision of a service plan such as appropriate living arrangements, parenting skills, financial assistance, medical care, legal services, preparation for childbirth and child rearing, physical examinations, and/or psychological evaluations;
- 3) outreach activities to inform the community of the availability of this program for families;
- 4) maternity home care for expectant mothers (Reference - Residential Treatment); including physical examinations and/or psychological evaluations required for entry into such facility; and
- 5) assistance with transportation in securing other needed services.

Overall National Program Goals: 2, 3

State Definition: Intensive home visiting program offered to first time parents to promote family health and prevent child abuse.

Components include but are not limited to:

- 1) screening for risk factors for abuse;
- 2) home visits from birth through child's 5th birthday;
- 3) child development training for parents;
- 4) parenting education;
- 5) well child exams and immunizations; and
- 6) developmental screenings.

20. Prevention and Intervention Services

Prevention and intervention services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of, abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.

Overall National program Goals: 3, 4

State Definition: Short term, highly intensive, home-based services designed to protect, treat and support families with at least one child at imminent risk of placement in state custody. These services may also be used to reunify a family when a child has been in an out-of-home placement and this level of intervention is needed to enable the child to

return home and successfully remain there. IFPS must respond to the family within 24 hours of referral, and services must begin in 48 hours.

Components include but are not limited to:

- 1) provides a wide range of flexible and responsive services tailored to the individual client and family;
- 2) formulates a strengths-based, behaviorally specific needs assessment;
- 3) develops a service plan that has time-limited, measurable goals developed in partnership with the family;
- 4) utilizes a cognitive/behavioral approach to help the family acquire a variety of new skills so that clients can more effectively manage their lives;
- 5) provides for the concrete needs of families;
- 6) services are delivered at times and places most convenient for the family, primarily the family home and community;
- 7) support is available to the family 24 hours a day, 7 days a week;
- 8) transportation is provided as needed; and
- 9) services are responsive to cultural, racial, intellectual, economic, social, spiritual, and gender differences among clients.

Overall National Program Goals: 3, 4

State Definition: Respite care for placement of the at-risk child(ren), outside the home, to allow a cooling off period between family members in a crisis situation in order to avoid harm to a child/youth or family member. The legal custodian must agree in writing to the temporary respite placement.

Components include but are not limited to:

- 1) limited to 72 hours;
- 2) provide immediate intervention to families in crisis;
- 3) must possess a residential child caring or child placing license; and
- 4) transportation services, if required.

Overall National Program Goals: 2, 3, 4

State Definition: An intensive service aimed at diverting youth who would normally be committed to state custody due to delinquency or violation of court orders and at enabling youth to be released from custody early because community-based intervention and treatment is available.

Components include but are not limited to:

- 1) skills based training;
- 2) substance abuse counseling/intervention;

- 3) community service work;
- 4) victim restitution;
- 5) parent education/counseling;
- 6) job training/tutoring; and
- 7) intensive supervision.

Overall goals: 2, 3

Definition: Child Abuse Prevention Services are those services designed to prevent the initial occurrence of child abuse or neglect. These services fall into two categories: Primary and Secondary Prevention. Primary prevention consists of activities designed to inform the general public or specific target populations on the issues of child abuse and neglect and to heighten awareness of prevention techniques and skills. Secondary prevention services are services directed toward specific high-risk families who are considered vulnerable or at risk of developing problems that can lead to abuse or neglect.

Components of Service include but are not limited to:

- 1) parenting education;
- 2) parent support groups;
- 3) in-home visitation;
- 4) skills training for children and youth; and
- 5) public awareness.

Overall Program Goals: 1, 2, 3, 4

Definition: Family Support Services provide quality, accountable, focused services to keep children and communities safe while empowering families to stay together.

Components of Service may include but are limited to:

- 1) engaging the family in a positive helping relationship and empowering the family to solve problems that places the child at risk of harm and/or state custody;
- 2) purchasing necessary defined non-medical services from community providers;
- 3) using Flexible Funding to meet families' basic needs by purchasing tangible goods or services on an emergency or short-term basis; and
- 4) case management.

21. Protective Services for Adults

Protective services for adults are those services or activities designed to prevent or remedy abuse, neglect or exploitation of adults who are unable to protect their own

interests. Examples of situations that may require protective services are injury due to maltreatment or family violence; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources. Component services or activities may include investigation; immediate intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the individual and the family; assessment/evaluation of family circumstances; arranging alternative or improved living arrangements; preparing for foster placement, if needed; and case management and referral to service providers.

Overall National Program Goal 3

State Definition: Protective services for adults 18 years of age or older, who are unable to protect their own interests due to mental or physical dysfunction or advanced age, have no available, willing, and responsibly able person to assist them, and who are abused, neglected, exploited or threatened with abuse, neglect, or exploitation.

Components include:

- 1) receiving reports;
- 2) conducting investigations;
- 3) identifying and assessing the individual's situation and service needs through the use of physical, psychological, psychiatric or social evaluations and consultations;
- 4) counseling with the individual or his/her appropriate representative;
- 5) assisting in locating or maintaining adequate shelter, food and clothing;
- 6) assisting in obtaining required medical care or mental health services;
- 7) assisting in arranging for conservatorship, commitment, or protective placements as needed;
- 8) obtaining emergency shelter care which is a home or facility available to receive adults on a 24-hour basis when emergencies arise requiring removal from the home or normal residence;
- 9) providing advocacy including legal services;
- 10) assistance with transportation necessary in the provision of these service components; and
- 11) respite care to provide short-term relief for caregivers.

22. Protective Services for Children

Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of

legal action (if needed); counseling for the child and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.

Overall National Program Goals: 2, 3, 4, 5

State Definition: Services to children under six years of age at risk of child abuse and neglect or risk of or with manifested developmental delays, or with a verified handicap. For children under six years of age, this service is designed to foster physical, social, emotional, and intellectual development through the provision of comprehensive and preventive social, health, and educational services. An agency must provide or ensure the availability of the following components as needed by the child.

Components include but are not limited to:

- 1) Screening tests and physical examinations – These services can be accessed through TennCare or other medical resources; medical services may not be billed to the SSBG grant;
- 2) nutritional assessment and counseling;
- 3) counseling;
- 4) educational activities with the parent, caretaker or child;
- 5) case management;
- 6) transportation as necessary to implement the other components when the family or other resources cannot meet the need; and
- 7) services to expectant mothers at risk, under the age of 18, are also included in the target population. Services to expectant mothers must focus on those activities intended to reduce the likelihood that the child will be born with a developmental delay.

Expectant mothers will be eligible to receive components (3), (4), (5), (6), and (7) only.

Overall National Program Goal: 3

State Definition: Protective services for children under age 18 who are abused, neglected, or exploited or who are in imminent danger of being abused, neglected, or exploited and require services in order to prevent this from occurring.

Components include but are not limited to:

- 1) receipt of reports (intake);
- 2) investigating, identifying, assessing, diagnosing the situation and service needs through the use of physical, mechanical (video-audio taping), psychological, psychiatric or social evaluations and consultations;
- 3) providing counseling and non-medical treatment; referral and case management services designed to address the significant emotional, interpersonal, health, housing or economic problems of the child/children, causing or contributing substantially to the

abuse, neglect, or exploitation, including training courses for parents or legal guardians; and preparation for and participation in court proceedings;

- 4) assessing the on-going risk of harm to the child, the family's progress in reducing or ameliorating the risk of harm to the child(ren) as services are provided, and the family's compliance with the plan of action designed to protect the child;
- 5) day care or emergency shelter (home or facility to receive children or families on a 24-hour basis when emergencies arise requiring removal from own home or normal residence. Food, shelter, and substitute parenting are basic components; also, personal care and clothing items may be included);
- 6) legal representation or advocacy for the provision of appropriate services, including transportation as required; and
- 7) court-ordered custody investigations.

23. Recreational Services

Recreational services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.

Overall National Program Goal: 1, 2, 3, 4

State Definition: Recreational activities may be purchased when such activities contribute to the alleviation of a specific dysfunction in the family or when the addition of such services would decrease the likelihood of a child's involvement in delinquent activities. Such activities may include memberships in the YMCA, summer camp, or summer recreational program.

24. Residential Treatment Services

Residential treatment services provide short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Component services and activities may include diagnosis and psychological evaluation; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and GED preparation; vocational or pre-vocational training; training in activities of daily living; supervised recreational and social activities; case management; transportation; and referral to and utilization of other services.

Overall National Program Goals: 1, 2, 3, 4

State Definition: Planned 24-hour care outside the home in a program with qualified staff providing diagnosis, evaluation, treatment, and follow-up on behavioral, emotional, or mental problems.

Components include but are not limited to:

- 1) drug therapy provided as integral but subordinate to the regimen of residential services;
- 2) non-medical treatment;
- 3) instruction;
- 4) educational services;
- 5) room and board;
- 6) planned follow-up;
- 7) physical or psychological examinations necessary for entry into the program or for the development of the service plan that indicates residential treatment is required, the needed service will be provided in a short term time frame, and is not available to out-patients; and
- 8) expectant mother maternity home care providing a protective, supportive environment in preparation for childbirth, post-delivery, and living in the community.

Elements of this service include: (a) counseling; (b) educational services; (c) room and board; (d) prenatal, labor, delivery and post-partum care; and (e) transportation as necessary.

25. Special Services for Persons with Developmental or Physical Disabilities, or Persons with Visual or Auditory Impairments

Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.

26. Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity

Special services for youth involved in or at risk of involvement with criminal activity are those services or activities for youth who are, or who may become, involved with the juvenile justice system and their families. Components services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy, and residential and medical services if included as an integral but subordinate part of the service.

Overall National Program Goals: 3, 4

State Definition: Services aimed at youth that are displaying unruly or delinquent behaviors or are youth who are "latch key" children and unsupervised. Services must be

available during the peak hours that youth usually get into trouble or are home alone (afternoons after school, early evenings, weekends, and summer months).

Components may include, but are not limited to:

- 1) Mentoring services to improve self-esteem and provide positive role models;
- 2) Tutoring;
- 3) Community services work;
- 4) Athletic programs;
- 5) Arts and crafts;
- 6) Educational expenses such as supplies or workbooks if the school system is not required to purchase.
- 7) Group work with teens aimed at teaching life skills such as improving problem solving and negotiation skills, anger management, or values clarification;
- 8) Services to the families should include age specific parenting education in parenting classes and/or one on one as appropriate;
- 9) Advocacy services to help families and children with school difficulties in accessing the appropriate educational placement or staying in the local school system;
- 10) Transportation as necessary in order to access services; and
- 11) Electronic Monitoring.

Overall National Program Goals: 2, 3, 4

State Definition: Services provided through local Juvenile Courts to prevent youth from being placed in state custody, to prevent school truancy, and to provide probation/case support services.

Components include but are not limited to:

- 1) Custody Prevention Services. Custody prevention services cover a broad range of programs, from day treatment to parenting classes. Service objectives are to reduce the number of children committed to state custody; improve the youth's behavior and therefore reduce the youth's reappearance in juvenile court; improve family involvement with the youth; improve school attendance and academic performance.
- 2) Truancy Prevention Services. Truancy prevention services focus on decreasing truancy and improving academic performance. They monitor school attendance, offer GED classes, teach vocational and independent living skills, and offer counseling. Service objectives are to reduce to zero the number of children in state custody for truancy; improve school attendance and academic performance; increase parental involvement; and reduce the number of school dropouts.
- 3) Child and Family Intervention Services. Child and family intervention services are provided to children/youth at imminent risk of state custody. Service components include pre-sentence investigations; crisis intervention; casework; transportation; liaison on educational issues; and work with court orders.

27. Substance Abuse Services

Substance abuse services are those services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependence. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service. Component substance abuse services or activities may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.

Overall National Program Goals: 3, 4

State Definition: Services that provide intervention, support, and referral for family members and/or youth who are impacted by alcohol and drug issues. Services deemed medically necessary, including direct alcohol and drug treatment, cannot be purchased or funded under this program.

Components include but are not limited to:

- 1) Counseling for problems and issues regarding alcohol and drug dependency;
- 2) Referral to medical, alcohol and drug treatment programs in the community;
- 3) Advocacy services for TennCare eligible children and families which include but are not limited to helping the family enroll in TennCare, helping the family to access needed services, and helping with the appeal process if necessary; and
- 4) Drug/Alcohol Assessments.

28. Transportation Services

Transportation services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

Overall National Program Goals: 1, 2, 3,

State definition: Limited transportation services may be provided for adults or children to meet necessary appointments for health and safety reasons. Auto repairs should be limited to basic repairs to maintain necessary transportation for safety and health reasons.

29. Other Services

Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report.

Overall Program Goals: 1, 2, 3, 4, and/or 5

Definition: DHS may use any area of the Flexible Funding component to provide a variety of services not otherwise identified in the other 28 components to provide services to children or adults who fall within the income guidelines of the program. Each region of DCS may use Family Support Services to purchase goods and services that cannot be acquired through any other means. These services are generally provided on a one-time basis but may, on some occasions, be provided to the same family more than once. Any case manager for DCS or CSA may access flexible funds to serve non-custodial children and their families. While it will be typical for a DCS or CSA case manager to be in place when these funds are used, it is possible to access the funds on an emergency basis for non-custodial families who have no active case manager, but need an emergency service to prevent placement in state custody.

Eligible Services may include but are not limited to:

- 1) Rent/Utilities Payment: Rent and utility payments can be made where failure to pay these expenses may result in either the removal of the child or adult from the home, or the failure of a child or adult to be able to return home from placement. The program cannot make payments that result in the family acquiring "equity". The Department of Human Services may use flexible funding to pay a heating bill for low-income households whereby failure to pay such costs would endanger the individual's health and/or well-being if assistance were not provided. Funds may be used, in limited circumstances, to reconnect utilities if the lack of utilities presents an immediate health and safety concern for vulnerable adults or children in the household.
- 2) Food/Clothing: Food and clothing purchases should be only when necessary to prevent the removal of the child from the home, keep the family unit intact, or provide an incentive for a child in cases where lack of appropriate clothing may be contributing to truancy or low self-esteem. Food and clothing purchases for low income adults should be made only when it is necessary to temporarily meet these needs until longer terms solutions are implemented.
- 3) Emergency Services: One time assistance payments to low-income households to address the immediate need for basic emergency services following a disaster.
- 4) Other Services: funds may also be used for unique situations, as determined by the Department of Human Services and the Department of Children's Services, to meet the emergency needs of adults or children where a lack of assistance would endanger their health and well-being.

V. Pre-Expenditure Reporting Form (recommended)

Attach completed pre-expenditure reporting form in Microsoft Excel (available on the SSBG Web site, <http://www.acf.hhs.gov/programs/ocs/ssbg/>, under "Guidance, Policies and Procedures"). This form should be used to estimate expenditures and the number of recipients by service category for the fiscal year.

VI. Appendices

Attach the following appendices:

Appendix A: Documentation of Public Hearing (REQUIRED)

Appendix B: Certifications (REQUIRED)

Appendix C: Proof of Audit (REQUIRED)

Appendix A: Documentation of Public Hearing (REQUIRED)

Attach documentation of public hearing, such as public hearing notices, letters, newspaper articles, etc.

Appendix B: Certifications (REQUIRED)

Attach signed copies of the following certifications (available on the SSBG Web site at <http://www.acf.hhs.gov/programs/ocs/ssbg/procedures/Certifications.html>):

1. Drug-Free Workplace Requirements
2. Environmental Tobacco Smoke
3. Lobbying
4. Debarment, Suspension and Other Responsibility Matters

Appendix C: Proof of Audit (REQUIRED)

Federal regulations state that: *“Each State shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title...Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary.”* (Sec. 2006 [42 U.S.C. 1397a, Sec. 2006]).

Provide a copy or link to the most recent audit, or a description of the audit that specifies when the audit occurred and summarizes the results of the audit.

VII. Additional Information (as needed)

Provide any additional information, as needed.