

Social Services Block Grant (SSBG) Fiscal Accountability

Policy 14.02

April 15, 2024

Introduction

Tennessee Department of Human Services program staff and contracting agencies must always act in a fiscally responsible manner.

Scope

This policy provides guidelines for Adult Protective Services staff and sub-recipient agencies to provide uniform requirements for fiscal accountability.

Policy

A. Licensure Requirement

Providers must be licensed and comply with all licensure requirements and the terms and conditions of their contract and any subsequent amendments. Payment of invoices is dependent on the sub-recipient maintaining licensure throughout the duration of their current Social Services Block Grant (SSBG) contract.

B. Contract Budgets

1. Initial budgets for each contract are determined by SSBG and are included in the contracts as Attachment A.
2. All [Adult Protective Services Sub-Recipient Budget Revisions](#) (HS-3463) must be submitted to Adult Protective Services (APS) Grants staff for review and are not effective until written approval has been granted.
3. All invoiced expenditures will be reviewed in accordance with the provider's current, approved budget.
4. No budget, nor the total of all invoices, shall exceed the funding amount provided in the grant contract.

See [Fiscal Accountability Procedures](#)

C. Cost Allocation

Cost Allocation Plan

Each provider that invoices for indirect costs must submit a cost allocation plan to their cognizant agency for approval. Copies of the approved cost allocation plan and the approval letter must be submitted annually to APS Grants staff.

Indirect Cost Rate Letter

If the provider's cost allocation is structured in such a way that their indirect cost rate is reviewed annually by their cognizant agency, then their Indirect Cost Rate Letter and its approval must be submitted annually to APS Grants staff.

Joint Costs

If any of the invoiced costs are joint costs involving allocation to more than one program, they must be divided in accordance with the provider's cost allocation plan. If the plan does not specifically address the kind of cost

being shared between the programs, the provider must submit to APS Grants staff a description of the Policy 2013-007-compliant allocation method they elect to use.

D. Indirect Costs

Indirect costs are limited to nine percent (9%) of the total amount of the grant, reimbursed at the rate of nine percent (9%) of the total amount of year-to-date reimbursement.

E. Allowable and Unallowable Expenses

SSBG will:

1. only reimburse for allowable expenses as defined in 2 CFR 200 and
2. not reimburse any unallowable expenses as defined in 2 CFR 200 and Sec. 2005. [42 U.S.C. 1397d] (a).

Unallowable expenses will not be reimbursed and are subject to recovery from subsequent invoices.

F. Equipment Purchases

In accordance with the SSBG grant contract, providers may purchase necessary equipment for use in the SSBG program and be reimbursed for the expense. Requests must be submitted to TDHS SSBG program staff and approval must be obtained prior to purchase. Examples of qualified purchases can include but are not limited to:

- computers,
- printers,
- tablets,
- smartphones,
- furniture, and
- unusual supplies such as quantities of board games, outdoor patio game equipment, etc.

See [Fiscal Accountability Procedures](#)

G. Invoices

Each provider will be reimbursed for actual, reasonable, and necessary costs based on its grant budget, not to exceed the maximum liability established in Section C.1 of its contract. Upon progress toward the completion of the contract scope, the provider submits invoices for reimbursement of allowable costs. Invoice payment is dependent on timely submission by the sub-recipient of a Monthly Client Services Report as required in policy [14.03 SSBG Provider Documentation](#).

H. Travel

Reimbursement for travel, meals, or lodging must not exceed the federal General Services Administration's guidelines as found [here](#).

I. Fees, Fares, and Contributions

1. The following services may involve the collection of fees, fares, or voluntary contributions.
 - a. Adult day services – Fee
 - b. Transportation – Fare
 - c. Personal Support Services – Contribution
2. All other services are prohibited from collecting fees or contributions.

For adult day services fee collection info, see [14.01 SSBG Eligibility](#).

J. Funding Recognition

All public notices prepared and released by SSBG providers that mention funding sources must reference TDHS. See [Fiscal Accountability Procedures](#).

K. Periodic Fiscal Review

1. APS Grants staff review expenditures reported on sub-recipient invoices. Invoices are compared with the provider's approved budget to review whether funds are being spent at an appropriate rate.
2. If the provider's invoices indicate problems in overspending, the costs are questioned and then adjusted or otherwise resolved before the end of the contract period's final reimbursement. Providers may request technical assistance with fiscal issues which include cost allocation plans, and fiscal reporting and budgeting.

L. Annual Service Proposal

The Annual [HS-3115 SSBG Service Proposal](#) is the first step of both the strategic planning and procurement processes. The proposal is due from providers sixty (60) calendar days prior to the start of each new contract.

See [Fiscal Accountability procedures](#)

Supporting Documents

[HS-3463 SSBG Budget Revision Form](#)

[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 C.F.R. § 200](#)

[SSBG Service Goals](#)

[Uniform Definition of Services](#)

[14.01 SSBG Eligibility](#)

[HS-3115 SSBG Service Proposal](#)

[Fiscal Accountability procedures](#)

Definitions/Acronyms

Term	Definition
Allocation Method	How an organization or agency distributes shared costs between programs.
APS	Adult Protective Services
CFR	Code of Federal Regulations
CMS	Case Management System
Cognizant Agency	The government agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals.
Indirect Costs	Costs that benefit the operations of the entire agency, but cannot be identified to specific programs.
Questioned Costs	Costs that are questioned by the auditor because of an audit finding, as defined by 2 CFR § 200.84 .
SA	Specific Assistance
SSBG	Social Services Block Grant

TDHS	Tennessee Department of Human Services
Units	A unit of service is the basis for measurement of services provided. It represents one (1) hour of service for homemaker and one (1) day of service for adult day services. Units can be calculated as fractions.

Supersedes

14.02 Social Services Block Grant Fiscal Accountability, eff. date 03/15/2023

Approval History

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Clarence H. Carter	Commissioner	04/01/2024	04/15/2024
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Revision History

Date	Version	Location of Change	Description/Reason for Change
04/01/2024	04/15/2024	Policy section	Changed reference from Policy 3 to Policy 2013-007; Removed provider requirement to follow state comprehensive travel guidelines; Cleaned up wording
03/15/2023	03/15/2023	Policy section	Removed sections H, I, and J: Specific Assistance sections as they will be covered in a new policy and wordsmithed one sentence.
07/29/2022	10/01/2022	Policy section and Authority	Added a new authority and the definition of Units, updated language in sections A, C, and O, and updated authority in section C
01/29/2021	02/15/2021	N/A	New Document

Approved By	<i>Clarence H. Carter</i>	Approval Date	04/01/2024
Authority	2 C.F.R. § 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards] 42 U.S.C. 1397d (a) 45 CFR 96.70 et seq. [Social Services Block Grants] Tennessee Department of Finance and Administration - Policy 07.	Effective Date	04/15/2024
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