



Social Services Block Grant (SSBG) Specific Assistance

Policy 14.12

Effective: December 1, 2024

Introduction

If it is determined that the client remains at risk of harm and would benefit from purchases of goods and/or services, Social Services Block Grant can provide Specific Assistance to meet the client's needs.

Scope

This policy provides guidelines for the provision of Specific Assistance to meet the emergent needs of Social Services Block Grant clients after it is determined they are in need of goods and/or services.

Policy

Specific Assistance to Individuals

Specific Assistance (SA) to individuals may be charged to Social Services Block Grant (SSBG) in accordance with the SSBG grant contract after all community resources have been exhausted.

Examples of SA can include but are not limited to:

- emergency utility assistance,
- emergency grocery assistance,
- fans and/or portable air-conditioning units for clients who lack air conditioning,
- portable heaters,
- cleaning supplies for clients,
- respite care,
- rent and deposit assistance, and
- minimal household items for evicted or relocated clients in emergency situations.

Each request for SA can include more than one type of assistance.

Citizenship or eligible non-citizen status must be verified prior to submitting an SA request. While full-service personal support and adult day services can be provided to clients based on self-declaration of their citizenship or eligible non-citizen status, it cannot be used when material benefit is provided. Because SA provides tangible benefits, eligibility must be documented.

SA is emergency funding and can only be used in emergency situations. Clients must have a plan to meet their basic needs for the future.

See [Fiscal Accountability Procedures](#)

Cases with SA to Individuals Only

1. The contracted Personal Support Service Agencies (PSSAs) are licensed through the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) and provide personal support services to clients referred to them by Adult Protective Services (APS).

2. In some circumstances, APS will refer individuals to SSBG for SA only – meaning that the provider does not have an active case for the individual, and the client is not expected to need one in the near future. Specific Assistance to Individuals Only (SATIO) cases will not receive full services from the provider unless a new referral requesting such is generated by APS in the future.
3. SATIO cases will constitute one-time assistance, generally emergency in nature.
 - In such cases, the Tenn. Comp. R. & Regs. 0940-05-38-.02 Application of Rules will not apply, as full services are not being requested.
 - Individuals who receive services as SATIO cases are not enrolled under the PSSA and are not established as clients.
 - Therefore, neither section 0940-05-38-.09 Service Recipient Record Requirements, nor section 0940-05-38-.10 Service Recipient Rights of the licensing rules apply.
4. This form might only confuse clients and protection for the agency is already stated in the earlier paragraphs of this policy. It only applies to in-person SATIO and those are extremely rare.
5. Agencies providing for SATIO cases must do so without negative effects for the customers in their existing caseloads. Agencies are permitted to reschedule existing clients if necessary, as long as the existing clients agree. Agencies may not cancel previously scheduled appointments in order to serve SATIO cases.

Pest Control

Pest control in client homes may be charged to SSBG in accordance with the grant contract after all community resources have been exhausted.

If requested, SSBG may also approve the purchase of home goods related to pest control services. See [Fiscal Accountability Procedures](#)

Supporting Documents

[Fiscal Accountability Procedures](#)

Definitions/Acronyms

Term	Definition
APS	Adult Protective Services
CMS	Case Management System
LIHEAP	Low Income Home Energy Assistance Program
PSSA	Personal Support Services Agency
SA	Specific Assistance
SATIO	Specific Assistance for Individuals Only
SNAP	Supplemental Nutrition Assistance Program
SSBG	Social Services Block Grant
TDMHSAS	Tennessee Department of Mental Health and Substance Abuse Services

Supersedes

14.12 SSBG Specific Assistance, eff. date 06/01/2023

Approval History

Approved By	Approver Title	Approved Date	Effective Date
Clarence H. Carter	Commissioner	11/18/2024	12/01/2024
Clarence H. Carter	Commissioner	05/26/2023	06/1/2023

Revision History

Date	Version	Location of Change	Description/Reason for Change
11/18/2024	12/01/2024	Policy Section	This policy revision removed the requirement to use form HS-3470.
5/26/2023	6/01/2023	N/A	New Policy

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Application	APS Staff and SSBG Providers		