

# Division of Social Services

## Social Services Block Grant

### *Intended Use Plan*

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is 03/31/2027. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: [SSBG@acf.hhs.gov](mailto:SSBG@acf.hhs.gov).

## I. General Information

**1. State** Montana

## 2. Fiscal Year <sup>FY2026</sup>

### 3. State Official Contact Information

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#### 4. SSBG Contact Information

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5. SSBG Award from Previous Year	\$ 5,392,006.00
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**6. SSBG Expenditures Planned for Current Year** \_\_\_\_\_ \$ 5,392,006.00

<b>7. TANF Funds Transferred into SSBG</b>	<b>\$ 1,998,226.00</b>
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8. Consolidate Block Grant Funds Included in SSBG Budget: YES ☐ NO ☒

*Provide the amount of funding for each applicable funding source for the consolidated block grant.*

[illegible]

9. SSBG Carryover Funding from the Previous Year: YES ☐ NO ☒

[illegible]

## **II. Administrative Operations**

**1. Administering Agency** Montana Department of Public Health and Human Services

**2. Location** Helena, Montana

### **3. Mission/Goals of Agency**

Family Education & Support program pairs professionals in development, education, behavior, social work or psychology with families whose children or teens have developmental delays.

This service is offered to children age 3 through high school graduation. People can qualify for Family Education and Support Services in two ways:

- The child shows possible delays in one or more areas of development.
- The child has a diagnosed developmental disability.

### **4. Description of Financial Operations Systems**

Family Education and Support (FES) services are free of charge to the families. Family Education and Support is funded by Title XX of the Social Security Act. These funds are to be used to strengthen, restore, maintain or improve the participant's ability to be self-supporting and independent. Services providers are funded for a maximum number of units per annual year.

### III. Program Planning

#### 1. Planning for Distribution and Use of Funds

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

The state of Montana Department of Public Health and Human Services, Early Childhood and Family Support Division, Family and Education Support (FES) Program provides, through three contractors, the Family Education and Support Program for individuals between the ages of three to 21 with significant developmental disabilities and/or developmental delays and their families. The Family Education and Support Services are provided in the family's home or community settings to build capacity to families. Family Support Specialist/Service Coordinator employed by the three contractors build family capacity in the following ways: a) Support families to identify the specific changes in knowledge, attitudes, skills, and behaviors in order to build their child's social skills, adaptive skills, and behaviors leading to independence, dignity, and personal fulfillment. b) Support families to incorporate effective teaching strategies into everyday routines which will support their child in their adult life. c) Support families to increase their awareness of resources in the community, make connections establish professional relationships, and access needed services. d) Support families to expand family knowledge of their rights and opportunities for advocacy. e) Support the family to prepare for successful transitions and changes as the child reaches life milestones and approaches adulthood.

#### 2. Describe the Characteristics of Individuals to be Served

*Include definitions for child, adult, and family; eligibility criteria; and income guidelines.*

a) Montana State Fiscal Year: The Montana state fiscal year is the period of the contract beginning in the month of July and continuing through June of the following year. b) Enrolled Individual (child or young adult): A child or young adult between the age of 3 and 21 who meets the eligibility criteria for the Family Education and Support Program: a developmental delay of at least 50% in one developmental domain or two or more delays of at least 25% in two or more developmental domains or determined intellectually disabled at age 8 by the Montana Department of Public Health and Human Services, Developmental Disabilities Program Eligibility Specialist. c) Family: A family is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. d) Unit of Service for Family Education and Support: One face-to-face contact with the enrolled individual and their family at least every other month. e) No eligibility income requirements. An adult is any individual exceeding the age of 21 and does not meet the other criteria for a child.

#### 3. Public Inspection of Pre-Expenditure Report

*Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).*

The Early Childhood and Family Services Division is having the Pre-Expenditure Report uploaded to the agency's website for Stakeholder and Public review/comment.

#### IV. Program Operations

*Complete one table for each service category provided by the state during the reporting period.*

##### 1. Program Operations – Adoption Services

<b>a. Service Category (use uniform definition) – Adoption Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## 2. Program Operations – Case Management Services

<b>a. Service Category (use uniform definition) – Case Management Services</b>
<b>b. SSBG Goal</b> <ul style="list-style-type: none"><li>• Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.</li><li>• Preventing or reducing inappropriate institutional care by providing for community-based or home-based care.</li></ul>
<b>c. Description of Services</b> <p>Services included in ECFSD Family Education and Support Program:</p> <ol style="list-style-type: none"><li>1. Family Training and Home Visits: Services provided by Family Support Specialists/Service Coordinators to assist the family of the individual with a disability in understanding the special needs of the individual and enhancing the enrolled individual's development.</li><li>2. Service Coordination: Services provided by the Family Support Specialists/Service Coordinators to</li></ol>
<b>d. Description of Recipients (eligibility considerations)</b> <ul style="list-style-type: none"><li>• Children, ages 3 through 7 years: eligibility is determined by a multidisciplinary team documenting a 50% delay in one developmental domain or 25% delays in two or more developmental domains.</li><li>• Children and young adults, ages 8 to 21: evaluation procedures by the Developmental Disabilities Program's Eligibility Specialist determine whether the individual is intellectually disabled.</li></ul>
<b>e. Method of Delivery and Geographic Area</b> <p>Public and State-wide</p>
<b>f. Partnering State Agency</b> <p>Montana Department of Public Health and Human Services, Early Childhood and Family Support Division</p>
<b>g. Subgrantee / Service Providers</b> <p>The State contracts with three regional contractors following the State's Request for Proposal Process to provide the Family Education and Support Program in all geographic regions of the State.</p>

### 3. Program Operations – Congregate Meals

<b>a. Service Category (use uniform definition) – Congregate Meals</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



#### 4. Program Operations – Counseling Services

<b>a. Service Category (use uniform definition) – Counseling Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**5. Program Operations – Day Care Services – Adults**

<b>a. Service Category (use uniform definition) – Day Care Services – Adults</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**6. Program Operations – Day Care Services – Children**

<b>a. Service Category (use uniform definition) – Day Care Services – Children</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**7. Program Operations – Education and Training Services**

<b>a. Service Category (use uniform definition) – Education and Training Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**8. Program Operations – Employment Services**

<b>a. Service Category (use uniform definition) – Employment Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**9. Program Operations – Family Planning Services**

<b>a. Service Category (use uniform definition) – Family Planning Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**10. Program Operations – Foster Care Services for Adults**

<b>a. Service Category (use uniform definition) – Foster Care Services for Adults</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## 11. Program Operations – Foster Care Services for Children

<b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b>
<b>b. SSBG Goal</b> Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care.
<b>c. Description of Services</b> Child Protective Services receives a transfer of \$1,998,226 per fiscal year from the Montana Temporary Assistance for Needy Families (TANF) block grant to the Social Services Block Grant (Title XX) for the purpose of prevention and remediation of child abuse and neglect. Child Protective Services used this amount for indirect expenditures for child protective service workers in previous fiscal years, and intends to use this amount for the same purpose in the current fiscal year.
<b>d. Description of Recipients (eligibility considerations)</b> Child - an individual until they reach the age of 18, graduate high school, or exceed the age of 21.
<b>e. Method of Delivery and Geographic Area</b> Public and Statewide
<b>f. Partnering State Agency</b> N/A
<b>g. Subgrantee / Service Providers</b> N/A



**12. Program Operations – Health Related and Home Health Services**

<b>a. Service Category (use uniform definition) – Health Related and Home Health Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

### 13. Program Operations – Home Based Services

<b>a. Service Category (use uniform definition) – Home Based Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**14. Program Operations – Home Delivered Meals**

<b>a. Service Category (use uniform definition) – Home Delivered Meals</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**15. Program Operations – Housing Services**

<b>a. Service Category (use uniform definition) – Housing Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**16. Program Operations – Independent and Transitional Living Services**

<b>a. Service Category (use uniform definition) – Independent and Transitional Living Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**17. Program Operations – Information and Referral**

<b>a. Service Category (use uniform definition) – Information and Referral</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**18. Program Operations – Legal Services**

<b>a. Service Category (use uniform definition) – Legal Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**19. Program Operations – Pregnancy and Parenting Services for Young Parents**

<b>a. Service Category (use uniform definition) –</b> Pregnancy and Parenting Services for Young Parents
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**20. Program Operations – Prevention and Intervention Services**

<b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## 21. Program Operations – Protective Services for Adults

<b>a. Service Category (use uniform definition) – Protective Services for Adults</b>
<b>b. SSBG Goal</b> <ol style="list-style-type: none"><li>1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.</li><li>2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.</li><li>3. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.</li><li>4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care.</li></ol>
<b>c. Description of Services</b> Adult Protective Services (APS) is a social services program provided by Montana APS Program older adults (60 and older) and adults with disabilities (age 18-59) [At-Risk Adult] who need assistance. APS workers investigate allegations of abuse, sexual abuse, neglect, self-neglect or exploitation (adult maltreatment), working closely with a wide variety of allied professionals such as physicians, nurses, paramedics, firefighters and law enforcement officers. Aps staff prepare and work with at-risk adults through a service plan to identify services that will help the individual reduce or remove the adult maltreatment.
<b>d. Description of Recipients (eligibility considerations)</b> These services are provided to any person age 18 or older whose ability to perform the life activities of daily living or to provide for his or her own care or protection is impaired due to incapacity, mental, medical, emotional, physical, intellectual, or infirmities of aging; hereinafter referred to as a at-risk adult or vulnerable adult. Adult Protective Services Act establishes a program designed to meet the needs of at-risk adults who have been abuse, sexual abuse, neglect, self-neglect or exploitation (adult maltreatment). The Act authorizes and
<b>e. Method of Delivery and Geographic Area</b> Method of Delivery and Geographic Area; Montana APS staff work in the community providing protective services in all 56 counties in the State of Montana regardless where the individual lives and works with the local service providers in the community where the at-risk adult lives.
<b>f. Partnering State Agency</b> N/A
<b>g. Subgrantee / Service Providers</b> N/A

## 22. Program Operations – Protective Services for Children

<b>a. Service Category (use uniform definition) – Protective Services for Children</b>
<b>b. SSBG Goal</b> <ol style="list-style-type: none"><li>1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.</li><li>2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.</li><li>3. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.</li><li>4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care.</li></ol>
<b>c. Description of Services</b> Child - any youth under the age of 18, until they have graduated high school or exceed the age of 21.  Child Protective Services receives a transfer of \$1,998,226 per fiscal year from the Montana Temporary Assistance for Needy Families (TANF) block grant to the Social Services Block Grant (Title XX) for the purpose of prevention and remediation of child abuse and neglect. Child Protective Services used this amount for indirect expenditures for child protective service workers in previous fiscal years, and intends to use this
<b>d. Description of Recipients (eligibility considerations)</b> Child - any youth under the age of 18, until they have graduated high school or exceed the age of 21.  Child Protective Services receives a transfer of \$1,998,226 per fiscal year from the Montana Temporary Assistance for Needy Families (TANF) block grant to the Social Services Block Grant (Title XX) for the purpose of prevention and remediation of child abuse and neglect. Child Protective Services used this amount for indirect expenditures for child protective service workers in previous fiscal years, and intends to use this
<b>e. Method of Delivery and Geographic Area</b> Public and Statewide
<b>f. Partnering State Agency</b> N/A
<b>g. Subgrantee / Service Providers</b> N/A

### 23. Program Operations – Recreational Services

<b>a. Service Category (use uniform definition) – Recreational Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>


**24. Program Operations – Residential Treatment Services**

<b>a. Service Category (use uniform definition) – Residential Treatment Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## 25. Program Operations – Special Services for Persons with Developmental or Physical

<b>a. Service Category (use uniform definition) –</b> Special Services for Persons with Developmental or Physical
<b>b. SSBG Goal</b> <ol style="list-style-type: none"><li>1. Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency.</li><li>2. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency.</li><li>3. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families.</li><li>4. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care.</li></ol>
<b>c. Description of Services</b> <p>The State of Montana Department of Public Health and Human Services, Developmental Services Division, Developmental Disabilities Program provides, through its various contractors, a variety of developmental and support services to persons with developmental disabilities. Funding for these varied programs is, in general terms, derived from a combination of state and federal monies. The state delivers and/or oversees these services on the basis of categorical disabilities and eligibility characteristics... factors that are given definition by state law and state agency policies and procedures.</p>
<b>d. Description of Recipients (eligibility considerations)</b> <p>Eligibility is determined through established intellectually disabled or other handicapping conditions. Standardized tests are used as well as scales for adaptive behavior functioning and appropriateness of services offered.</p> <p>In working towards strengthening systems and creating opportunities for people with developmental disabilities, the Developmental Disabilities Program developed and adopted the following mission</p>
<b>e. Method of Delivery and Geographic Area</b> <p>Public and Statewide</p>
<b>f. Partnering State Agency</b> <p>Department of Public Health and Human Services, Behavioral Health and Developmental Disabilities Program does not partner with any other state agency for services funded with SSBG Title XX.</p>
<b>g. Subgrantee / Service Providers</b> <p>The list of the service providers that the Developmental Disabilities Program contracts with are on the follow website:</p> <p><a href="https://static1.squarespace.com/static/5d5192cfef9ae100014ba598/t/5ffc9e101c017305d3b55979/1610391057098/5.Provider+Section.pdf">https://static1.squarespace.com/static/5d5192cfef9ae100014ba598/t/5ffc9e101c017305d3b55979/1610391057098/5.Provider+Section.pdf</a></p>

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

<b>a. Service Category (use uniform definition) –</b> Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
<b>b. SSBG Goal</b> The Children’s Mental Health Bureau (CMHB) uses SSBG Title XX Funding to fund services that relate to these SSBG Goals:  1. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency. The funding helps provide supports for youth with serious emotional disturbances (SED) who are transitioning into adulthood, including life skills training, financial education, and other transitional services. 
<b>c. Description of Services</b> The State of Montana Department of Public Health and Human Services, Children’s Mental Health Bureau provides, through its expansive provider network, a variety of community and residential treatment services for youth with SED. Services include Targeted Case Management, Comprehensive School and Community Treatment, Community-based Psychiatric Rehabilitation Services, Day Treatment, Home Support Services, Therapeutic Group Home, and Psychiatric Residential Treatment Services.
<b>d. Description of Recipients (eligibility considerations)</b> Eligibility for services administered by the Children’s Mental Health Bureau require a combination of serious emotional disturbance and functional impairment. Some services, such as Comprehensive School and Community Treatment and Outpatient Therapy are available to youth eligible for Medicaid without an SED diagnosis. Additionally, SSBG Title XX funds help to provide global education and enhancement to providers and youth with behavioral health needs or risk of abuse, neglect, or out of home placements.
<b>e. Method of Delivery and Geographic Area</b> Public and Statewide
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**27. Program Operations – Substance Abuse Services**

<b>a. Service Category (use uniform definition) – Substance Abuse Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**28. Program Operations – Transportation Services**

<b>a. Service Category (use uniform definition) – Transportation Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**29. Program Operations – Other Services**

<b>a. Service Category (use uniform definition) – Other Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## **V. Appendices**

### **Appendix A: Documentation of Public Hearing**

*Attach documentation of public hearing, such as public hearing notices, websites, electronic correspondence, letters, newspaper articles, etc.*

### **Appendix B: Certifications**

*Attach signed copies of the following certifications*

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

### **Appendix C: Proof of Audit**

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.*

### **Appendix D: SF 424M**

*Scanned copy must be uploaded with application*

### **Appendix E: Federal Financial Report (FFR) For SF-425 Federal Financial Reporting (FFR) Form SF-425**

*Scanned copy must be uploaded with the Intended Use Plan*

### **Appendix F: TANF ACF-196R form**

*Scanned copy must be uploaded with the Intended Use Plan*