

ARKANSAS DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF FINANCE AND ADMINISTRATION
SOCIAL SERVICES BLOCK GRANT PROGRAM MANUAL
JULY 1, 2007 AMENDMENT
SUBSTANTIVE REVISIONS

The Social Services Block Grant (SSBG) Program Manual is a resource document utilized in conjunction with the SSBG Comprehensive Services Program Plan. Information includes, but is not limited to, eligibility determination; service definitions; and service chapters indicating eligibility categories, national goals, program components, geographic availability and unit definitions. The proposed revisions will update the information in the Program Manual effective July 1, 2007

JULY 1, 2007 CHANGES TO THE SSBG PROGRAM MANUAL:

Section 4123 Completion of Forms at Application

The following was added :

Upon completion, the DHHS-100 will be copied. A copy of the DHHS-100 will be given to the applicant, guardian, or authorized representative as a record of the application. The original will be filed in the case record

Section 4231 Applicant Eligibility Status
Without Regard to Income

The following was added:

Services to the Division of Developmental Disabilities Services (DDS) needed as a result of a case plan for DDS may be provided without regard to income. The required documentation would be an Individual program Plan (IPP) and DDS eligibility determination.

Section 4231 Status Eligibility
- Division of Youth Services (DYS).

The following was added including as eligible a referral by these persons or entities:
.. or at risk when referred by parent or guardian, law enforcement, or school

The following was added regarding required documentation to include written referral by:
a parent or guardian, school.

REVISIONS ARE MARKED WITH A CHANGE BAR IN THE MARGIN ON PAGES DATED 07-01-07
ONLY THE PAGES WITH REVISIONS ARE SUBMITTED FOR REVIEW UNLESS RELEVANT
INFORMATION IS INCLUDED ON THE PRECEEDING OR FOLLOWING PAGE. THE ENTIRE
CURRENT PROGRAM MANUAL IS AVAILABLE FROM THE DEPARTMENT OF HEALTH &
HUMAN SERVICES WEB SITE AT http://www.accessarkansas.org/dhs/webmanuals/ssbg/ssbg_toc.htm

<p>SSBG Program Manual 4-1-93</p>	<p>4121 Application Interview</p> <p>The tasks to be completed during the interview include:</p> <ul style="list-style-type: none"> A. Determination with the client of problem(s), goal, and needed services. B. Explanation of the provider's responsibility for carrying out policy in determining eligibility, the applicant's responsibility for cooperating in the establishment of eligibility, the information needed to establish eligibility and the confidential way in which the Department and providers treat information. [It should be noted, however, that in certain cases, the responsibility of determining eligibility does not rest with the provider. Examples include Day Care for Children (voucher program) and those cases exempted by special contract provision(s).] C. Explanation of the right to a hearing if the applicant is dissatisfied with the Department's handling of: 1) his/her application; or 2) his/her case if he/she is determined eligible for services. (A client must also be informed that his/her application must be processed in thirty (30) days.
<p>SSBG Program Manual 4-1-93</p>	<p>4122 Securing Information to Determine Eligibility and to Assess Fees, If Applicable</p> <p>The provider shall secure essential social and financial information to determine eligibility.</p> <p>The applicant shall be relied upon as the primary source of information. However, when the applicant is unable to provide essential information, the provider shall assist in obtaining any necessary verifications.</p>
<p>SSBG Program Manual 7-1-07</p>	<p>4123 Completion of Forms at Application</p> <p>During the initial application interview the Application Form DHHS-100 is completed by the applicant. However, assistance shall be provided by the provider representative upon the request of the applicant. (Please see Section 4110 for additional information.) It should be noted that in certain circumstances, the provider representative may actually complete the application documents rather than the applicant (such as in cases involving protective services, foster care, etc.). Upon completion, the DHHS-100 will be copied. A copy of the DHHS-100 will be given to the applicant, guardian, or authorized representative as a record of the application. The original will be filed in the case record.</p>

SSBG Program Manual 2-1-06	<p>4124 Denial of Application at Intake</p> <p>When the information presented by the applicant or his/her representative during the first interview establishes that the applicant is ineligible, the application shall be denied immediately. Form DHHS-160 shall be sent or given to the client, with a copy maintained in the client's record.</p>
	<p>4125 Home Visit</p> <p>The provider representative may make a home visit if necessary to establish eligibility. The fact that a home visit has been made and additional information acquired to support eligibility shall be recorded in the case narrative.</p>

SSBG Program Manual 4-1-93	<p>4220 Factors of Eligibility</p> <p>The case record must document that each eligibility requirement has been met before services may be granted. These points of eligibility include:</p> <ul style="list-style-type: none"> A. Categorical Requirements; B. Need for Service; and C. Residence.
SSBG Program Manual 7-1-07	<p>4230 Categorical Requirements</p> <p>4231 Applicant Eligibility Status</p> <p>The following are categories under which applicants may receive SSBG services.</p> <ul style="list-style-type: none"> A. <u>Transitional Employment Assistance (TEA)</u>. This category refers to recipients of Transitional Employment Assistance, essential persons, and adult relatives whose needs were taken into account in determining the TEA grant. B. <u>Recipients of Supplemental Security Income (SSI)</u>. C. <u>Income Eligibles</u>. These are individuals who qualify for specific services but who are not receiving TEA or SSI if their family's monthly gross income is at or below the income scale applicable to the service received by the client. D. <u>Without Regard to Income</u>. Services needed as a result of a protective services case plan designed to prevent the abuse, neglect, or exploitation of a child or adult, may be provided without regard to income. This category may not be used unless documentation exists in the client's case record that the services are being delivered as a part of a protective services case plan. The documentation must be in the form of a written referral from DCFS Protective Services workers, a Domestic Violence Prevention program, or Division of Aging and Adult Services Protective Services workers. (Any service funded by SSBG and listed in this manual may be provided without regard to income if the above conditions are met.) <p>Services to Division of Children and Family Services clients needed as a result of a case plan for family support/reunification, prevention or remedy abuse, neglect or exploitation of children, crisis intervention with children and families, and designed to help adoptive and extended families at risk or in crisis may be provided without regard to income.</p> <p>Services to the Division of Developmental Disabilities Services (DDS) needed as a result of a case plan for DDS may be provided without regard to income. The required documentation would be an Individual program Plan (IPP) and DDS eligibility determination.</p>

E. Status Eligibility - Division of Youth Services (DYS).

This category will be used to establish eligibility for clients of DHS who fall into the priority target population of DHS. Youth in this category are eligible regardless of financial status; however, documentation must exist in the provider's case record that the youth is either a delinquent or Family in Need of Services, or at risk when referred by parent or guardian, law enforcement, or school. This category may only be used by DHS providers who provide Substitute Care for Youth and Non-Residential Services for Youth.

The required documentation for the youth's case record to establish status eligibility is a written referral of the youth to the provider for services by the courts, a law enforcement agency, a parent or guardian, school, or the Division of Youth Services. The written referral must include the following information: date, name or ID number of youth, referring justice system agency, statement of problem/reason for referral, signature and title.

SSBG
Program
Manual
1-1-98

4232 Services Income Scale

SSBG eligibility and, if applicable, fee assessments are determined on the basis of income and family size of the eligibility unit of the primary client, using the following income scale (see [Section 4210](#), subsections B, C, and D to determine family size):

	<u>Family</u>	<u>Annual</u>	<u>Monthly</u>	<u>Family</u>	<u>Annual</u>	<u>Monthly</u>	
	<u>Size</u>	<u>Income</u>	<u>Income</u>	<u>Size</u>	<u>Income</u>	<u>Income</u>	
	1		\$12,018	\$ 1,002	6	\$30,508	
\$2,542	2	15,716	1,310	7	31,201	2,600	
	3	19,414	1,618			8	
31,895	2,658						
	4	23,112		1,926	9	32,588	2,716
	5	26,810	2,234	10	33,281	2,773	

For over ten family members, add \$693 to the annual income for a family size of ten for each additional member.