

II. Administrative Operations

1. Administering Agency_____
2. Location_____
3. Mission/Goals of Agency

4. Description of Financial Operations System

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.

2. Describe the Characteristics of Individuals to be Served

Included definitions for child, adult, and family; eligibility criteria; and income guidelines

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).

IV. Program Operations

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

1. Program Operations- Adoption Services

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

2. Program Operations- Case Management Services

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

5. Program Operations- Day Care ServicesAdults

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

6. Program Operations- Day Care ServicesChildren

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

11. Program Operations- Foster Care Services for Children

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

13. Program Operations- Home Based Services

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

20. Program Operations- Prevention and Intervention Services

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

21. Program Operations- Protective Services for Adults

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

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. DrugFree 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) Form 425 Federal Financial Reporting (FFR) Form 425

Scanned copy must be uploaded with the Intended Use Plan