



# SOCIAL SERVICES BLOCK GRANT (SSBG) PRE-EXPENDITURE REPORT AND INTENDED USE PLAN

*Federal Fiscal Year 2023 (October 2022 to September 2023)*

August 2022



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**



STATE OF WASHINGTON  
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES  
*P.O. Box 40970, Olympia, Washington 98504-0970*  
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August 30, 2022

Dr. Yolanda Butler  
Senior Advisor  
Office of Community Services  
Administration for Children and Families  
U.S Department of Health and Human Services 330 C Street, SW, 5<sup>th</sup> Floor  
Washington, D.C. 20201

Dear Dr. Butler,

Please find enclosed Washington State's Federal Fiscal Year 2023 Social Service Block Grant (SSBG) pre-expenditure report.

If you have any questions, please feel free to contact Shannon Mathis, Finance Strategic Operations Director, by email at [Shannon.Mathis@dcyf.wa.gov](mailto:Shannon.Mathis@dcyf.wa.gov) or via telephone at 360-725-4920.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ross Hunter", is written over the word "Sincerely,".

Ross Hunter  
Secretary, Department of Children, Youth, and Families

Enc. Washington State's Federal Fiscal Year 2023 SSBG pre-expenditure report

Cc: Frank Ordway, Chief of Staff, DCYF  
Rene Newkirk, Chief Financial Officer, DCYF  
Shannon Mathis, Finance Strategic Operations Director, DCYF

## 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 05/31/2024. 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 Washington 2. Fiscal Year FY2023

### 3. State Official Contact Information

Ross Hunter, Secretary  
Department of Children, Youth, and Families  
1500 Jefferson St SE  
Olympia, WA 98504

#### 4. SSBG Contact Information

Shannon Mathis, Finance Strategic Operations Director  
Department of Children, Youth, and Families  
1500 Jefferson St SE  
Olympia, WA 98504  
P: (360) 725-4920

- |    |  |                  |
|----|--|------------------|
| 5. | SSBG Award from Previous Year              | \$ 37,059,401.00 |
| 6. | SSBG Expenditures Planned for Current Year | \$ 37,429,995.00 |
| 7. | TANF Funds Transferred into SSBG           | \$ 5,675,000.00  |

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]

[illegible]

## II. Administrative Operations

1. **Administering Agency** Department of Children, Youth, and Families

2. **Location** 1500 Jefferson St SE, Olympia, WA 98504

### 3. Mission/Goals of Agency

The DCYF mission is to, "Protect children and strengthen families so they flourish". The DCYF vision is to see that "All Washington's children and youth grow up safe and healthy – thriving physically, emotionally, and educationally, nurtured by family and community". The primary goals of the DCYF are to focus on the themes of child safety, child and family well-being, and permanency for the children, youth, and families we serve. A fourth goal focuses on the systemic factors that are necessary in a high performing organization to support excellent outcomes for children, youth, and families.

These goals are defined as:

- Child Safety: Children and youth will be safe from abuse and neglect.
- Child & Family Well-Being: Help families and communities improve the well-being of children and youth residing in their own homes and in out-of-home care.
- Permanency: Provide stable, nurturing, and permanent placements as quickly as possible for children and youth who are placed into out-of-home care.
- Supporting Client Outcomes (Organizational Well-Being): Continuously improve the organization's capacity to achieve excellent outcomes for children, youth, and families.

### 4. Description of Financial Operations Systems

DCYF uses a cost allocation plan to assign costs. The plan is submitted to the U.S. Department of Health and Human Services, Division of Cost Allocation (DCA). Cost allocation methods include a random moment time sample method (RMTS), provider time studies, case counts, penetration rates, full-time equivalents (FTEs), and funding mix ratios.

### **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.*

Criteria for estimating expenditures and allocating funds within DCYF is primarily based on historical expenditure patterns and determined needs. DCYF sets program and budget priorities by reviewing the overall budget as passed by the Washington State Legislature. DCYF publishes an annual notice on multiple public websites which makes the SSBG state plan available and open to public comment.

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

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

DCYF plans to serve individuals based on defined eligibility requirements necessary to receive services. Within this set of individuals, the following definitions apply:

Case Management, Foster Care, Protective Services, Transportation, and other services:

- Children, Youth, and Young Adults – any person from the age of 0 to 23.

Day Care:

- Children and Youth – Day Care is available for children twelve years of age and younger, as well as youth, 13-17 years of age, with a disability which makes them incapable of caring for their self-due to physical, mental or emotional disabilities. Verification of disability must be conducted by a doctor, nurse, nurse practitioner, or master-level or above mental health, education, or Social Service professional, or under court supervision.

#### **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).*

Stakeholder groups have multiple opportunities throughout the year to provide input on DCYF programs and spending priorities. The Plan is published on various sites across multiple Administrations. Public inspection and comment of the Plan is open year-round.



#### 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> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.
<b>c. Description of Services</b> DCYF places waiting children and youth in homes with approved adoptive families and provides adoption planning, preparation, and pre- and post-placement services to the adoptive child, youth and family.
<b>d. Description of Recipients (eligibility considerations)</b> DCYF adoption program focuses exclusively on placing special needs children and youth in foster care into adoptive homes. These children and youth may be difficult to place for adoption because of emotional and behavioral problems, developmental delays, or because they are part of a sibling group or are over the age of five.
<b>e. Method of Delivery and Geographic Area</b> Adoption Services recruit and screen families interested in adopting children and youth who are in the care and custody of the department.  Adoption services are available statewide.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.



## 2. Program Operations – Case Management Services

<b>a. Service Category (use uniform definition) – Case Management Services</b>
<b>b. SSBG Goal</b> 2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 4. Prevent or reduce 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> Case management services include assessing the situation of the child, youth and family, planning for a permanent living situation for the child or youth, and maintaining contact with family members when the child or youth is placed out of their home of origin.
<b>d. Description of Recipients (eligibility considerations)</b> DCYF provides case management services to children and youth who have experienced or are at risk of child abuse and neglect.
<b>e. Method of Delivery and Geographic Area</b> Case management occurs through ongoing conversations with children, youth, families and caregivers.  Case management services are provided statewide.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety vice providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.

### 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> 2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. Prevent or reduce 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> Counseling services are a collaborative effort between the provider and client. Counselors help clients identify goals and potential solutions to problems which cause emotional turmoil; seek to improve communication and coping skills; strengthen self-esteem; and promote behavior change and optimal mental health.
<b>d. Description of Recipients (eligibility considerations)</b> Counseling services are provided to families, children and youth who have experienced or are at risk of child abuse and neglect.
<b>e. Method of Delivery and Geographic Area</b> Counseling services are assessed and referred through the following DCYF program areas: Child Protective Services (CPS), Family Preservation Services (FPS), Child and Family Welfare Services (CFWS), Family Voluntary Services (FVS), Adoption and Adoption Support.  Providers are available statewide and selected based on proximity to recipient.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and area to be addressed.

**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> 1. Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency. 2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. 4. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based or other forms of less intensive care.
<b>c. Description of Services</b> Child care services may be provided in a child's home or in a licensed/certified child care facility.
<b>d. Description of Recipients (eligibility considerations)</b> Services are typically for children ages 0 to 12 years of age however; child care services may be provided beyond age 12 for a child or youth with special needs.
<b>e. Method of Delivery and Geographic Area</b> DCYF provides child care services to families who are involved with DCYF and the services are a part of the case plan for a child.  Providers are available statewide and selected based on proximity to recipient.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.

**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> <ul style="list-style-type: none"><li>2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency.</li><li>3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.</li><li>5. Secure referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.</li></ul>
<b>c. Description of Services</b> <p>DCYF provides services to support children and youth in foster care. This may include but is not limited to clothing, meals for children or youth, and special fees for activities outlined in the case plan. The DCYF Licensing Division (LD) and private agencies share responsibility for foster home recruitment and retention. Recruitment occurs primarily through contracts as described below, however the LD is responsible for the approval of all foster care licenses. DCYF promotes a long-term grassroots community engagement effort for recruitment and ongoing support for foster parents.</p>
<b>d. Description of Recipients (eligibility considerations)</b> <p>Foster homes provide twenty-four-hour care for children and youth of all ages who need temporary or extended out-of-home placement due to child abuse, neglect, or family conflict.</p>
<b>e. Method of Delivery and Geographic Area</b> <p>Foster care is provided by licensed foster parents or unlicensed relative caregivers and is viewed as a short-term solution to an emergent situation. The goal of foster care services is to return each child or youth home safely or to find another appropriate permanent home as quickly as possible. Foster care services are also available with licensed foster parents through contracted community child placing agencies.</p> <p>Respite care is the temporary, time limited relief for substitute parenting or care giving of a child or youth to help the child or youth remain safely in their own home or help ensure stability in out-of-home placement.</p>
<b>f. Partnering State Agency</b> <p>DCYF does not allocate SSBG funds to partnering State Agencies.</p>
<b>g. Subgrantee / Service Providers</b> <p>DCYF contracts with community agencies for Behavior Rehabilitation Services (BRS) for children and youth with serious emotional, behavioral, or medical difficulties who cannot be adequately served in family foster homes. BRS provides a high level of care and treatment for children and youth with the most severe and intensive needs. BRS is time limited with a focus on a return to a less restrictive environment. Services are offered in an array of settings including the child or youth's home, a treatment foster home, or a group residential setting.</p>

## 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> <ul style="list-style-type: none"><li>3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.</li><li>4. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.</li></ul>
<b>c. Description of Services</b> <p>Services may include but are not limited to medical costs not covered by medical coupons, client referrals for services or activities related to psychological and neuropsychological evaluation, testing and subsequent treatment to remedy the family circumstances and provide a safe environment for children and youth.</p>
<b>d. Description of Recipients (eligibility considerations)</b> <p>DCYF provides health related services to children, youth, and caregivers to help attain and maintain physical or mental health.</p>
<b>e. Method of Delivery and Geographic Area</b> <p>Health related and home health services are assessed and referred through the following DCYF program areas: Child Protective Services (CPS), Family Preservation Services (FPS), Child and Family Welfare Services (CFWS), Family Voluntary Services (FVS), Adoption and Adoption Support.</p> <p>Providers are available statewide and selected based on proximity to recipient.</p>
<b>f. Partnering State Agency</b> <p>DCYF does not allocate SSBG funds to partnering State Agencies.</p>
<b>g. Subgrantee / Service Providers</b> <p>Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.</p>

### 13. Program Operations – Home Based Services

<b>a. Service Category (use uniform definition) – Home Based Services</b>
<b>b. SSBG Goal</b>  3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.  4. Prevent or reduce 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>  DCYF home based services include home maintenance services and household management services as well as respite services covered in category 11.
<b>d. Description of Recipients (eligibility considerations)</b>  DCYF provides home based services to families who are seeking help to manage children or youth and to keep their families together in their home.
<b>e. Method of Delivery and Geographic Area</b>  Home based services are assessed and referred through the following DCYF program areas: Child Protective Services (CPS), Family Preservation Services (FPS), Child and Family Welfare Services (CFWS), Family Voluntary Services (FVS), Adoption and Adoption Support.  Providers are available statewide and selected based on proximity to recipient.
<b>f. Partnering State Agency</b>  DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b>  Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.

**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> <ol style="list-style-type: none"><li>1. Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.</li><li>2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency.</li></ol>
<b>c. Description of Services</b> <p>Services may include but are not limited to life skills training, educational services, as well as housing and employment supports.</p>
<b>d. Description of Recipients (eligibility considerations)</b> <p>DCYF provides independent and transitional living services to assist youth likely to age out of foster care and young adults making the transition from an institution to independent living.</p>
<b>e. Method of Delivery and Geographic Area</b> <p>Independent and transitional living services are assessed and referred by the youth's assigned caseworker.</p> <p>Providers are available statewide and selected based on proximity to recipient and ability to meet identified needs.</p>
<b>f. Partnering State Agency</b> <p>DCYF does not allocate SSBG funds to partnering State Agencies.</p>
<b>g. Subgrantee / Service Providers</b> <p>Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.</p>

## 17. Program Operations – Information and Referral

<b>a. Service Category (use uniform definition) – Information and Referral</b>
<b>b. SSBG Goal</b> <ul style="list-style-type: none"><li>3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.</li><li>4. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.</li></ul>
<b>c. Description of Services</b> <p>DCYF information and referral services include referring parents to community services to prevent potential child abuse and neglect from occurring.</p>
<b>d. Description of Recipients (eligibility considerations)</b> <p>DCYF provides information and referral services to families who are seeking help to manage children or youth and to keep their families together.</p>
<b>e. Method of Delivery and Geographic Area</b> <p>Service assessment and referral are completed by the assigned caseworker.</p> <p>Providers are available statewide and selected based on proximity to recipient and ability to meet identified needs.</p>
<b>f. Partnering State Agency</b> <p>DCYF does not allocate SSBG funds to partnering State Agencies.</p>
<b>g. Subgrantee / Service Providers</b> <p>Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.</p>

## 18. Program Operations – Legal Services

<b>a. Service Category (use uniform definition) – Legal Services</b>
<b>b. SSBG Goal</b> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.
<b>c. Description of Services</b> DCYF contracts to provide legal representation to children, youth, and families through all stages of foster care related legal proceedings. DCYF may provide payment for administrative costs, services or activities related to preparing for and representation at hearings, provision of legal advice, and counseling.
<b>d. Description of Recipients (eligibility considerations)</b> Legal services may be provided to parents, as well as, children and youth who are in out-of-home placement to child abuse, neglect, or family conflict.
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.

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

<b>a. Service Category (use uniform definition) – Pregnancy and Parenting Services for Young Parents</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>

## 20. Program Operations – Prevention and Intervention Services

<b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b>
<b>b. SSBG Goal</b> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 4. Prevent or reduce 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> Interventions focus on resolving the immediate crisis and strengthening a family's relationships through a variety of community resources. FPS are available to families within 48 hours of referral and are offered for a maximum of six months by a contracted service provider. As child maltreatment is closely associated with domestic violence, DCYF provides routine screening for domestic violence at intake and during investigation, and as part of service planning and case review. This includes conducting a specialized assessment of the safety threat which domestic violence poses to a child or youth. Assessment is conducted at the beginning of the case and occurs throughout the life of the case. The findings from the assessment provide guidance in the decision-making processes of service planning, case management, and case review.
<b>d. Description of Recipients (eligibility considerations)</b> DCYF's Family Preservation Services (FPS) are available primarily to families whose children or youth face "substantial likelihood" of being placed outside of the home or to assist with reunifying a child or youth with their family from out-of-home care.
<b>e. Method of Delivery and Geographic Area</b> Service assessment and referral are completed by the assigned caseworker. Providers are available statewide and selected based on proximity to recipient and ability to meet identified needs.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service and areas to be addressed.

## **21. Program Operations – Protective Services for Adults**

<b>a. Service Category (use uniform definition) – Protective 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>

## 22. Program Operations – Protective Services for Children

<b>a. Service Category (use uniform definition) – Protective Services for Children</b>
<b>b. SSBG Goal</b> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 4. Prevent or reduce 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 (CPS) provides twenty-four-hour, seven days a week intake, screening, and investigative services for reports of alleged child abuse and neglect. DCYF Licensing Division (LD) CPS social workers and CPS social workers investigate appropriate referrals to assess the safety and protection needs of children and youth, and when necessary, intervenes by providing services designed to increase safety and protect children and youth from further harm.
<b>d. Description of Recipients (eligibility considerations)</b> Child Protective Services (CPS) provides twenty-four-hour, seven days a week intake, screening, and investigative services for reports of alleged child abuse and neglect. DCYF Licensing Division (LD) CPS social workers and CPS social workers investigate appropriate referrals to assess the safety and protection needs of children and youth, and when necessary, intervenes by providing services designed to increase safety and protect children and youth from further harm.
<b>e. Method of Delivery and Geographic Area</b> Child Protective Services are available statewide.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service e providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service, and areas to be addressed.



### 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> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 5. Secure referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.
<b>c. Description of Services</b> Crisis Residential Centers (CRC) provide temporary shelter twenty-four hours a day, seven days a week. Placement is limited to a maximum of five days. The services CRCs provide are focused on assessing the youth's needs and reunifying the family.
<b>d. Description of Recipients (eligibility considerations)</b> DCYF contracts with CRCs to provide temporary shelter for youth ages 12 through 17 who run away from home, are in severe conflict with their parent(s), or are foster youth in need of a crisis placement.
<b>e. Method of Delivery and Geographic Area</b> Residential Treatment Services are available statewide.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service, and areas to be addressed.

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

<b>a. Service Category (use uniform definition) – Special Services for Persons with Developmental or Physical</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>

**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> 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 5. Secure referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.
<b>c. Description of Services</b> DCYF provides special programs for Sexually Aggressive Youth (SAY). These services include one-time expenses for testing, monitoring equipment, or emergency interventions as well as ongoing evaluations, treatment, and supervision.
<b>d. Description of Recipients (eligibility considerations)</b> Comprehensive intervention and treatment services are available for children and youth who meet the definition of SAY as defined in RCW 74.13.075.
<b>e. Method of Delivery and Geographic Area</b> Service assessment and referral are completed by the assigned caseworker.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service, and areas to be addressed.

## 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> 2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.
<b>c. Description of Services</b> DCYF provides transportation services which include arranging for travel and the payment of travel in order for clients to access necessary services.
<b>d. Description of Recipients (eligibility considerations)</b> DCYF may provide payment for the cost of air, bus, and/or rail transportation and associated expenses incurred by or on behalf of a child or youth in foster care, return of a runaway, a child or youth receiving adoption services, and family reconciliation services.
<b>e. Method of Delivery and Geographic Area</b> Need is identified by the assigned caseworker and is available statewide.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service, and areas to be addressed.

## 29. Program Operations – Other Services

<b>a. Service Category (use uniform definition) – Other Services</b>
<b>b. SSBG Goal</b> 2. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. 3. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. 4. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care. 5. Secure referral or admission for institutional care when other forms of care are not appropriate, or providing services to individuals in institutions.
<b>c. Description of Services</b> DCYF may also expend FFY2023 SSBG funds on other SSBG qualified services. These services may include, but are not limited to; intake and assessment, child and family welfare services (CFWS), family reconciliation services (FRS), LD family home licensing services, crisis counseling, home support, short-term residential treatment and transportation services other than those listed in category 28. The department intends to use block grant funds to provide partial support for overhead administrative and not exceed the allowable administrative percentage per federal recommendation.
<b>d. Description of Recipients (eligibility considerations)</b> Children, youth, and families who are involved with DCYF.
<b>e. Method of Delivery and Geographic Area</b> Delivery method and geographic area of "other services" is dependent on the type of service provided.
<b>f. Partnering State Agency</b> DCYF does not allocate SSBG funds to partnering State Agencies.
<b>g. Subgrantee / Service Providers</b> Service providers and/or subgrantees cannot be identified for the intended use plan due to the wide variety of service providers. DCYF requires a service referral which identifies the provider name, type of service, and areas to be addressed.

### **30. 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*

- a. Drug-Free Workplace Requirements
- b. Environmental Tobacco Smoke
- c. Lobbying
- d. 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*



# SSBG Pre-Expenditure Report

Year: 2023 Group: Washington

## Contacts

Contact Type Name	First Name	Last Name	Title	Agency	Street1	Street2	City	State Name	Zip	Phone Number	Fax Number
State CFO Contact Info	Rene	Newkirk	Chief Financial Officer	Department of Children, Youth, and Families	1110 Jefferson St SE		Olympia	Washington	98504	360-480-3599	
State SSBG Contact Info	Shannon	Mathis	Finance Strategic Operations Director	Department of Children, Youth, and Families	1110 Jefferson St SE		Olympia	Washington	98504	360-725-4920	
State Official Contact Info	Ross	Hunter	Secretary	Department of Children, Youth, and Families	1500 Jefferson St SE		Olympia	Washington	98504	360-407-7909	

## Definitions

Child	Washington State defines child as age 0-21
Adult	Anyone over the age of 21
Family	Family is defined as biological parent/sibling, adoptive parent/sibling, fictive kin, and relative of specified degree

## Assurances

Assurance Name	Yes	No	Comment
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Is the total amount of funds transferred from TANF to SSBG equal to the amount reported for the related period in the TANF financial report (ACF196R)?

The grantee certifies that funds transferred from TANF to SSBG comply with the statutory requirements described in Section 404(d) of the Social Security Act.

The grantee certifies that no carryover extends beyond the two year expenditure period outlined in the code Sec.2002.42 U.S.C. 1397a (c)

Was the actual use of funds transferred from TANF to SSBG reflected in the pre-expenditure report?

## Expenditures and Recipients

Service Supported with SSBG Expenditures	SSBG Allocation	Carry Over from Previous FY	Funds Transferred into SSBG	Carry Over of Funds Transferred into SSBG from Previous FY	Expenditure s of All Other Federal, State, and Local Funds	Total Public Expenditure s	Inclu de All	Children	Adults Age 59 Years & Younger	Adults Age 60 years & Older	Adults of Total Adults Unknown Age	Recipients	Total Actual Recipients	Estim ated	Samp led	Dupli cated	Undu plicat ed	Eligibility Comment	Email
1) Adoption Services	\$0	\$0	\$0	\$0	\$0	\$0		0	0	0	0	0	0						
2) Case Management	\$5,000,000	\$0	\$0	\$0	\$0	\$0		45,172	0	0	0	45,172	0	X				Receiving case management services through contracted providers	
3) Congregate Meals	\$0	\$0	\$0	\$0	\$0	\$0		0	0	0	0	0	0						
4) Counseling Services	\$0	\$0	\$0	\$0	\$0	\$0		0	0	0	0	0	0						
5) Day Care--Adults	\$0	\$0	\$0	\$0	\$0	\$0		0	0	0	0	0	0						
6) Day Care--Children	\$120,000	\$0	\$0	\$0	\$0	\$0		5,237	0	0	0	5,237	0	X				Services to help provide supports for children in care	

[illegible]

34) Remaining  
funds to be carried  
over into the next  
fiscal year

\$0.

\$0

0

0

0

0

0

0

## Comments

From which block grant(s) were these funds  
transferred:

TANF

---Please list the sources of these funds:

Title IV-E, Title XIX, Title IV-B 182, TANF, General Fund-State

---Please list other services:

Child Welfare Services Social Workers, Intake & Assessment Social Workers, Crisis Counseling Social Workers, Home Support Specialists, Family Home Licensors, Unified Home Study Staff, Group Home Licensors, Licensing Supervisors,  
CPS Supervisors

Additional Comments

Because the final FFY23 SSBG allotments have not been determined by the required federal submission date, the FFY22 award was used as the basis for this submission.



## Certification Regarding Drug-Free Workplace

The Department of Children, Youth, and Families (DCYF), State of Washington, certifies that it has developed policies and procedures in association with employee organizations and the Washington State Employee Advisory Service to provide a drug-free workplace. The process has resulted in:

1. A published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in DCYF facilities and specifying the actions that will be taken against employees for violation of such prohibition;
2. The establishment of an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The department's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. A requirement that each DCYF employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph 1 above;
4. Notifying the employees in the statement required by Paragraph 1 above that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his/her conviction for a violation of a criminal drug statute conviction occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing within ten days after receiving notice under Subparagraph 4.b. above from an employee, or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 days of receiving notice under Subparagraph 4.b. above, with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1, 2, 3, 4, 5 and 6 above.

The grantee may insert in the space below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE: STREET ADDRESS, CITY, COUNTY, STATE AND ZIP CODE

☐ Check here if there are workplaces on file that are not identified above.

ORGANIZATION

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

AUTHORIZED SIGNATURE

DATE

NAME AND TITLE

*Ross Hunter*

8-30-2022

Ross Hunter, SECRETARY

Please append to this form a list of any state agencies the Governor has excluded from this certification.



DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES (DCYF)

## Certification Regarding Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant / grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

ORGANIZATION

**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

AUTHORIZED SIGNATURE

TITLE

**SECRETARY**

DATE

8-30-2027




## Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

ORGANIZATION <b>DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES</b>		
AUTHORIZED SIGNATURE 	TITLE <b>SECRETARY</b>	DATE <b>8-30-2022</b>

NOTE: If disclosure forms are required, please contact:  
CHARLES GALE, DIRECTOR  
OFFICE OF GRANTS MANAGEMENT DIVISION  
HHH BUILDING, ROOM 517D  
200 INDEPENDENCE AVE SW  
WASHINGTON DC 20201-0001



WASHINGTON STATE  
Department of  
Children, Youth, and Families


## Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

By signing and submitting this proposal, the applicant, Department of Children, Youth, and Families (DCYF), defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and believes DCYF and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph (1)(b) of this certification; and
4. have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transaction", provided below without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

ORGANIZATION <b>DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES</b>		
AUTHORIZED SIGNATURE 	TITLE <b>SECRETARY</b>	DATE <b>8-30-2022</b>