

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.

I. General Information

- 1. State** West Virginia **2. Fiscal Year** FY2027

3. State Official Contact Information

Tara L. Buckner, Chief Financial Officer
WV Departments of Health, Health Facilities and Human Services
One Davis Square, Suite 300
Charleston, WV 25301
Phone 304-558-9138

4. SSBG Contact Information

Mandy Carpenter, Interim Deputy Commissioner of Finance
350 Capitol Street
Charleston, WV 25301-3711
304-352-4222

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|----|--|------------------|
| 5. | SSBG Award from Previous Year | \$ 8,296,109.00 |
| 6. | SSBG Expenditures Planned for Current Year | \$ 8,296,109.00 |
| 7. | TANF Funds Transferred into SSBG | \$ 10,981,270.00 |

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]

9. SSBG Carryover Funding from the Previous Year: YES

NO

[illegible]

II. Administrative Operations

1. Administering Agency State of West Virginia

2. Location Department of Human Services Bureau for Social Services Commissioner's Of

3. Mission/Goals of Agency

The statutory goals of this grant are to furnish services directed at:

- 1) achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency;
- (2) achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
- (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families;
- (4) preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and
- (5) securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions

4. Description of Financial Operations Systems

The state of West Virginia, Department of Human Services, provides the Administration's organizational function to plan, coordinate, safeguard, and oversee the daily financial and administrative operations for the Department; provide accountability through accurate reporting of revenues and expenditures; and provide quality and cost effective support to the overall DHHR Mission.

Administration provides management, oversight, and leadership for the financial, operations and security systems of the Department and assures the coordination of these functions with the Bureau Programs to provide efficient services.

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.

West Virginia DoHS uses these funds within the cost allocation plan to fund the Social Service related DHHR employees as they satisfy the mission of DHHR in supporting the citizens of West Virginia

2. Describe the Characteristics of Individuals to be Served

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

Funds transferred from TANF to SSBG are to be used only for programs or services to children or their families whose income is less than 200 percent of the income poverty guideline applicable to a family of the size involved (as defined and revised annually by the Office of Management and Budget). – 42 U.S.C. §604(d)(3)(B). 7 In reporting recipient and expenditure data, each state must report actual numbers of recipients. WV uses the TANF funds transferred to SSBG to partially fund administrative costs related to foster care. This document defines a family as a group of two people or more related by birth, marriage, or adoption that are residing together. A child as all persons under the age of 18 who have not been legally emancipated by a court of law or other legal proceeding, or a transitioning adult aged 18 to 21 who is supervised under court jurisdiction. Lastly, an adult is defined as an individual who has reached the age of majority and maintains US citizenship.

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).

PUBLIC COMMENT The following activities were or will be undertaken by the West Virginia Department of Human Services to facilitate the comments of any persons during the development of this report or after its completion. A. A copy of this report will be made available to any individual or organization requesting it. B. A copy of this report has been placed on the Web Site of the Bureau For Children and Families at <http://www.dhhr.wv.gov/bcf/Reports/Pages/Annual-Reports.aspx> C. CAFR: <http://www.finance.wv.gov/FARS/single%20audit/Pages/default.aspx>

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 (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. Adoption services are undertaken by social workers to provide a permanent home and legal parents to children whose ties to their biological parents have been legally severed.
c. Description of Services 1. Recruitment, study, and selection of adoptive parents. 2. Study and evaluation of the child and his/her needs, and selection of appropriate placements. 3. Preparation for the placement. 4. Supervision of the placement until consummation of the adoption. 5. Provision of casework services to the child and adoptive parents. 6. Preparation of reports for court use during the adoptive hearings. 7. Certification of children eligible for adoption subsidy
d. Description of Recipients (eligibility considerations) Any child under the age of 18 years who is legally free for adoption or who has a permanency plan with a goal of adoption is eligible for this service.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

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

3. Program Operations – Congregate Meals

a. Service Category (use uniform definition) – Congregate Meals
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

4. Program Operations – Counseling Services

a. Service Category (use uniform definition) – Counseling 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 Services – Adults

a. Service Category (use uniform definition) – Day Care Services – 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

6. Program Operations – Day Care Services – Children

a. Service Category (use uniform definition) – Day Care Services – Children
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. To provide direct care and protection of infants, preschool and school-age children during a portion of a 24-hour day. The function of child care is to supplement the care and protection the child receives from his parents while his parents work, receive job training, or are continuing their education
c. Description of Services 1. Purchase of care for children from licensed child care centers, licensed family child care facilities, approved child care providers, and in-home caregivers. 2. Recruitment, approval and training of family and child care providers. 3. Consumer information regarding selection and available care.
d. Description of Recipients (eligibility considerations) This service is available to individuals who are working, receiving job training, continuing their education, who need care as part of a child protective services treatment plan or when an illness or medical condition prevents the parent from providing minimal care and supervision of children. Families are eligible if their monthly gross income is less than the maximum entry income level displayed on the attached sliding fee scale. The maximum entry level is now set at 150% of the FY 2019 Federal Poverty Level but families may continue to receive care until their maximum gross income exceeds 185% of FPL. Fee: While most families must pay 10% of their income as a fee (see attached fee scale), families under 40% of 2019 Federal Poverty Level will be exempt from paying a fee for services. Families receiving child care as part of a Child Protective Services safety or treatment plan must also pay a fee unless the fee is specifically waived in the client's Child Protective Services Treatment Plan
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

7. Program Operations – Education and Training Services

a. Service Category (use uniform definition) – Education and Training 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

8. Program Operations – Employment Services

a. Service Category (use uniform definition) – Employment 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

9. Program Operations – Family Planning Services

a. Service Category (use uniform definition) – Family Planning 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

10. Program Operations – Foster Care Services for Adults

a. Service Category (use uniform definition) – Foster Care Services for Adults
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. The purpose of this service is to obtain care, support and supervision in a homelike atmosphere or residential care situation for adults who are unable to function independently
c. Description of Services 1. Recruitment, inspection, evaluation, approval and review of family homes. 2. Case management services. 3. Provision of support services and ongoing supervision to the sponsor and client during placement. 4. Provision of Emergency Shelter Care for a maximum of 30 days to adults who need shelter, care and supervision and for whom no other appropriate alternative exists.
d. Description of Recipients (eligibility considerations) Adult Residential Care will be arranged for adults who, due to physical, mental or emotional limitations, are no longer able to remain in their own homes and require an alternative living arrangement providing care of a lesser intensity than nursing home or institutional care. State funded payments for care will be made when the cost of care, determined in accordance with Department standards, exceeds the client's resources.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

11. Program Operations – Foster Care Services for Children

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. To provide for the supervision and nurturing of children in an approved family home or a licensed child care facility, when their biological parents are unable to provide for their care
c. Description of Services 1. Staff activities designed to assist local communities to develop resources to serve foster children including interagency cooperative efforts. 2. Recruitment and study of foster care providers in accordance with established standards. 3. Staff activities in support of pre-service and in-service training for foster parents. 4. Supervision of children in placement. 5. Work with parents according to an established plan during the child's placement. 6. Case management services. 7. The provision of after-care services when indicated. 8. The provision of emergency shelter for up to 30 days
d. Description of Recipients (eligibility considerations) This service is available to children under the age of 18, for whom legal custody is vested in the West Virginia Department of Human Services, children under 18 whose parents have voluntarily placed their custody with the Department, and children between the ages of 18 and 21 for whom the Department had custody if they choose to remain in care while completing their education or independent living placement.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

12. Program Operations – Health Related and Home Health Services

a. Service Category (use uniform definition) – Health Related and Home Health 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

14. Program Operations – Home Delivered Meals

a. Service Category (use uniform definition) – Home Delivered Meals
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

15. Program Operations – Housing Services

a. Service Category (use uniform definition) – Housing 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

16. Program Operations – Independent and Transitional Living Services

a. Service Category (use uniform definition) – Independent and Transitional Living 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

17. Program Operations – Information and Referral

a. Service Category (use uniform definition) – Information and Referral
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

18. Program Operations – Legal Services

a. Service Category (use uniform definition) – Legal 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

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

a. Service Category (use uniform definition) – Pregnancy and Parenting Services for Young Parents
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 Services for Adults
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families Adult Protective - To assist individuals to maintain or develop a level of competence and functioning that will enable them to manage their own affairs or, if required, to assist in developing the method of handling their affairs which is least restrictive to their rights and freedom while at the same time safeguarding the individual. Homeless Persons - To provide short-term shelter, food, necessary medical care, and assistance in
c. Description of Services Adult Protective - 1. Investigation of reported complaints of adult abuse, neglect or exploitation. 2. Evaluation of the need for protective services. 3. Case management services. 4. Arrangement for legal intervention if necessary. 5. Counseling client and family and providing supportive services to alleviate the presenting problems. 6. Guardianship services for those declared in need by judicial process.
d. Description of Recipients (eligibility considerations) Adult Protective - Any individual documented to be in need of the service is eligible regardless of income Homeless Persons - Any individual who is actually without shelter and who lacks resources to obtain shelter is eligible for this service Domestic Violence Victims - Any individual documented to be in need of the service is eligible regardless of income.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

22. Program Operations – Protective Services for Children

a. Service Category (use uniform definition) – Protective Services for Children
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families. To provide specialized services to families on behalf of children who are at risk of becoming, or are, neglected, abused or exploited by their parents, guardians or custodians.
c. Description of Services The family of any child who has been determined to be neglected or abused or to be at risk of being neglected or abused is eligible without regard to income. 1. Receipt of reports of suspected child abuse or neglect on a 24-hour, 7-day-a-week basis. 2. Investigation, study and evaluation of reports of suspected child abuse and neglect, including the provision of medical and/or psychological studies, as needed, in order to assess or substantiate child abuse or neglect.
d. Description of Recipients (eligibility considerations) The family of any child who has been determined to be neglected or abused or to be at risk of being neglected or abused is eligible without regard to income. 1. Receipt of reports of suspected child abuse or neglect on a 24-hour, 7-day-a-week basis. 2. Investigation, study and evaluation of reports of suspected child abuse and neglect, including the provision of medical and/or psychological studies, as needed, in order to assess or substantiate child abuse or neglect.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

23. Program Operations – Recreational Services

a. Service Category (use uniform definition) – Recreational 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

24. Program Operations – Residential Treatment Services

a. Service Category (use uniform definition) – Residential Treatment 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

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

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

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

a. Service Category (use uniform definition) – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
b. SSBG Goal (3) preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or reuniting families To provide services to youth who are experiencing problems with coping at home, school and/or the community and who exhibit behavior which could place them in conflict with the law.
c. Description of Services 1. Social casework on an individual, group and/or family basis. 2. Screening and diagnosis of problems which contribute to the child's inability to cope. 3. Referral of youth to appropriate services and/or agencies. 4. Coordination and development of service resources within the community. 5. Family preservation and supportive services determined necessary to prevent the imminent disruption to the family of a child exhibiting inappropriate behavior.
d. Description of Recipients (eligibility considerations) The service is available to any child who is determined to be in need of it.
e. Method of Delivery and Geographic Area State of West Virginia
f. Partnering State Agency None
g. Subgrantee / Service Providers None

27. Program Operations – Substance Abuse Services

a. Service Category (use uniform definition) – Substance Abuse 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

28. Program Operations – Transportation Services

a. Service Category (use uniform definition) – Transportation 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

29. Program Operations – Other Services

a. Service Category (use uniform definition) – Other 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

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