



pennsylvania
DEPARTMENT OF HUMAN SERVICES

FISCAL YEAR 2024 - 2025

SOCIAL SERVICES BLOCK GRANT

INTENDED USE PLAN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF HUMAN SERVICES

Dr. Valerie A. Arkoosh, Secretary

May 2024

**SOCIAL SERVICES BLOCK GRANT (SSBG)
INTENDED USE PLAN
FISCAL YEAR 2024 - 2025**

I. General Information

1. State: Pennsylvania **2. Fiscal Year:** 2024-2025

3. State Official Contact Information:

Dr. Valerie A. Arkoosh, Secretary
Department of Human Services
Room 333 Health and Human Services Building
625 Forster Street
Harrisburg, PA 17120
Phone: 717-787-2600

4. SSBG Contact Information:

Kelly A. Graham, Division Director
Department of Human Services
1st Floor, Forum Place
555 Walnut Street
Harrisburg, PA 17101
Phone: 717-705-0131
Fax: 717-772-2501

5. SSBG Award from Previous Year: \$61,854,000

6. SSBG Expenditures Planned for Current Year: \$61,854,000

7. Temporary Aid for Needy Families (TANF) Funds Transferred into SSBG: \$30,977,000

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.

a. Funding Source(s) for the Consolidated Block Grant	b. Amount of Funding from Each Program
n/a	

9. SSBG Carryover Funding from the Previous Year: Yes No

a. Source(s) of Carryover Funding	b. Amount of Carryover from Each Source
n/a	

II. Administrative Operations

1. Administering Agency: Department of Human Services

2. Location: Health and Human Services Building
625 Forster Street
Harrisburg, PA 17120

3. Mission/Goals of Agency:

The mission of the Department of Human Services (Department) is to assist Pennsylvanians in leading safe, healthy, and productive lives through equitable, trauma-informed, and outcome-focused services while being an accountable steward of Commonwealth resources.

4. Description of Financial Operations Systems:

SSBG funds are tracked separately in the Commonwealth's integrated enterprise system, also known as the Systems Application Products (SAP) enterprise resource planning system, which contains unique appropriation numbers. Additionally, each of the Department's Program Offices that receives SSBG funds is assigned an internal order number that is used to easily identify SSBG funds and track and report the associated spending.

III. Program Planning

1. Planning for Distribution and Use of Funds

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

The Department is designated as the state agency responsible for administering the SSBG in Pennsylvania. Social services are funded through the following offices within the Department: Office of Child Development and Early Learning; Office of Children, Youth, and Families; Office of Developmental Programs; Office of Income Maintenance; Office of Mental Health and Substance Abuse Services; and the Office of Policy Development. The planning process for determining SSBG fund distribution involves an assessment of the Program Offices' use of funds in the prior year and current year funding needs.

2. Describe the Characteristics of Individuals to be Served

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

The following definitions of child and adult apply to all service categories, except for the Children's Health Insurance Program (CHIP) under Case Management Services, Day Care Services, and Residential Treatment Services. For these services, the definition of child and adult appear in the respective Program Operations sections contained within this plan.

- A child is defined as an individual under 18 years of age.
- An adult is defined as an individual 18 years of age and older.
- A family is defined as the child or children and the following individuals who live with that child or children in the same household: a parent of the child; a caretaker and a caretaker's spouse; a biological, adoptive, or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated by marriage or by the court; an unrelated child under the care and control of the parent or caretaker, who is under 18 years of age and not emancipated by marriage or by the court; and a child who is 18 years of age or older but under 22 years of age who is enrolled in a high school, a general education development (GED) program, or a post-secondary program leading to a degree, diploma, or certificate and who is wholly or partially dependent upon the income of the parent or caretaker or spouse of the parent or caretaker.

Eligibility criteria and income guidelines are contained in specific program regulations of the Department and are listed in each of the Program Operations sections contained in this plan.

The following general requirements apply to all providers that use SSBG funds for social services:

- **NONDISCRIMINATION** – Individuals applying for or receiving services may not be discriminated against because of race, color, religious creed, ancestry, national origin, age, sex, gender identity or expression, sexual orientation, or disability.
- **DEPARTMENTAL FAIR HEARING** – The Department's Appeal and Fair Hearing Regulations, contained in the 55 Pa. Code § 275, apply to providers that use SSBG funds.

3. Public Inspection of the Intended Use Plan

Describe how the State made available for public inspection and comment the current Intended Use Plan or revision to the plan. Supporting documentation for public inspection is also required.

This Intended Use Plan, which represents the period from July 1, 2024 to June 30, 2025, will be posted for ongoing public review and comment on the Department's website at <https://www.dhs.pa.gov/docs/Publications/Pages/Highlighted-Reports.aspx>. A copy of the Intended Use Plan will be provided by the Department upon request through postal mail or electronic mail. Comments may be submitted to the Department through the website or through postal mail.

IV. Program Operations

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

2. Program Operations – Case Management
<p>a. Service Category</p> <p>County Assistance Office (CAO) Service Planning/Case Management: CAO service planning/case management consists of staff activities to assess need, arrange for, or follow up on services provided by other community agencies that enable public assistance recipients to achieve Title XX goals.</p>
<p>b. SSBG Goals</p> <p>(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</p>
<p>c. Description of Services</p> <p>Service activities may include:</p> <ul style="list-style-type: none">• exploring service needs and discussing available and acceptable service options with the recipient;• arranging for the provision of needed medical, functional, psychological, psychiatric, social, or vocational diagnostic assessments;• arranging for the prompt delivery of the requested services, taking into account the recipient's choice of service provider, if possible;• liaising with all providers serving the recipient;• providing personal advocacy, if needed, to ensure the satisfactory delivery of services;• monitoring of the continuity or continued appropriateness of services;• conducting a brief assessment (not diagnosis and evaluation) of the recipient's problem to make appropriate referral possible; and• providing information and referral services to recipients for community resources that provide or make available the needed services. <p>Service activities do not include providing information through mass media or general public information methods, except for the costs of advertising for the service itself.</p>

2. Program Operations – Case Management

d. Description of Recipients (eligibility considerations)

Individuals financially eligible for CAO service planning/case management are current recipients of:

- Temporary Assistance for Needy Families (TANF);
- Supplemental Security Income (SSI);
- Medical Assistance (MA);
- Supplemental Nutrition Assistance Program (SNAP); or
- Children’s Health Insurance Program (CHIP)

For CAO Service Planning/Case Management Services, a child is defined as an individual under 18 years of age, unless the child is a CHIP recipient. CHIP defines a child as someone under the age of 19. An adult is defined as an individual 18 years of age and older for all other programs.

e. Method of Delivery and Geographic Area

Individuals may request case management services at any of the Commonwealth’s CAOs or by calling the Statewide Customer Service Center.

f. Partnering State Agency

Office of Income Maintenance

g. Subgrantee / Service Providers

Pennsylvania Department of Human Services’ CAOs

6. Program Operations – Day Care - Children

a. Service Category

Subsidized Child Care Services: Subsidized Child Care Services is care provided for part of a 24-hour day to children of low-income families whose parent(s) or caretaker(s) are working or receiving training.

b. SSBG Goals

- (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

c. Description of Services

Subsidized child care is provided to children in child care centers, group child care homes, and family child care homes regulated by the Department. Subsidized child care is also provided by relatives, defined as grandparents, great-grandparents, aunts, uncles, and siblings over the age of 18, who do not reside in the household.

Service activities include:

- maintaining a safe and healthful environment for the child;
- implementing a written plan of daily activities and routines for the child;
- maintaining and updating child and employee records; and
- providing care that promotes the affective, cognitive, communicative, perceptual motor, physical, and social development of the child.

Services are provided to:

- Infant (0 to 12 months);
- Young Toddler (13 to 24 months);
- Older Toddler (25 to 36 months);
- Preschool (37 months to kindergarten);
- Young School-Age (kindergarten to grade 3);
- Older School-Age (grade 4 to 13 years); and
- Special Needs (13 to 19 years old with medical documentation).

The service does not include care provided by parents or caretakers, and the service may not be provided as a substitute for publicly funded education programs, such as kindergarten or other specialized treatment programs.

6. Program Operations – Day Care - Children

d. Description of Recipients (eligibility considerations)

The parent(s) or caretaker(s) must:

- have a total family income which does not exceed 200 percent of the Federal Poverty Income Guidelines (FPIG) to enter the program or 300 percent of the FPIG to remain in the program, or 85 percent or more of the State Median Income between application and redetermination; and
- work at least 20 hours per week, or work a minimum of 10 hours per week and attend a job training/education program for 10 hours per week, or be under 18 years of age and attend high school or a full-time GED program.

For subsidized Child Care Services:

- A child is defined as an individual under 13 years of age. Individuals 13 years of age or older but under 19 years of age who are unable to care for themselves may be eligible for the service if proper medical documentation is provided.
- A family is defined as the child or children and the following individuals who live with that child or children in the same household:
 - a parent of the child;
 - a caretaker and a caretaker's spouse;
 - a biological, adoptive or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated by marriage or by the court;
 - an unrelated child under the care and control of the parent or caretaker, who is under 18 years of age and not emancipated by marriage or by the court; and
 - a child who is 18 years of age or older, but under 22 years of age, who is enrolled in high school, a GED program, or a post-secondary program leading to a degree, diploma, or certificate and who is wholly or partially dependent upon the income of the parent or caretaker or spouse of the parent or caretaker.

e. Method of Delivery and Geographic Area

The Office of Child Development and Early Learning administers the program at the community level through grantees known as Early Learning Resource Centers (ELRCs). ELRCs, which provide services in all 67 counties, work with families and providers participating in the subsidized child care program by accommodating parent choice. Parents may choose from regulated providers, including child care centers, group child care, and homes or family child care homes, or unregulated providers. An unregulated provider is a relative defined as the child's grandparent, great-grandparent, aunt, uncle, or sibling over age 18, not residing in the household. The provider, whether regulated or a relative, must sign a provider agreement with an ELRC and agree to participate in the subsidized child care program. ELRCs pay participating providers on behalf of the eligible families that have selected them.

6. Program Operations – Day Care - Children

Persons desiring service may apply to their local ELRC or through the Department's COMPASS website. COMPASS is the online tool for Pennsylvanians to apply for many health and human service programs and manage benefit information. If the need for service is greater than the availability of funds in an ELRC region, the ELRC is required to maintain a waitlist of eligible children based on application date.

f. Partnering State Agency

Office of Child Development and Early Learning

g. Subgrantee / Service Providers

- ELRCs
- Various child care service providers

<p>9. Program Operations – Family Planning Services</p>
<p>a. Service Category</p> <p>Family Planning Services</p>
<p>b. SSBG Goals</p> <p>(1) Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency</p> <p>(2) Achieving or maintaining self-sufficiency, including reduction or prevention of dependency</p> <p>(3) Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families</p>
<p>c. Description of Services</p> <p>Family planning services meet contraceptive needs through the provision of educational, medical, and social services. Services enable recipients to plan family size, birth spacing, and prevent unplanned pregnancies.</p>
<p>d. Description of Recipients (eligibility considerations)</p> <p>Individuals 21 years of age and under are eligible without regard to income.</p> <p>The following individuals 18 years of age and older are eligible:</p> <ul style="list-style-type: none"> • current recipients of TANF; • current recipients of SSI; and • individuals not described under this section whose family monthly gross income does not exceed 100 percent of the FPIG adjusted according to family size.
<p>e. Method of Delivery and Geographic Area</p> <p>Services are provided through grants issued to four regional Family Planning Councils, which, in turn, provide subgrants to local family planning agencies. Individuals may request services under the Department’s Family Planning Program at family planning agencies located in all 67 counties.</p>
<p>f. Partnering State Agency</p> <p>Office of Policy Development</p>
<p>g. Subgrantee / Service Providers</p> <ul style="list-style-type: none"> • AccessMatters • Adagio Health Inc. • Family Health Council of Central PA, Inc. • Maternal and Family Health Services, Inc.

15. Program Operations – Housing Services

a. Service Category

Homeless Assistance Program (HAP): HAP makes available a continuum of service components to individuals and families experiencing homelessness or near-homelessness. These services help individuals and families who are experiencing homelessness, or at risk of experiencing homelessness or near-homelessness, find refuge and care and to help them move toward self-sufficiency.

b. SSBG Goals

- (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

c. Description of Services

HAP services include the following service components:

- *Case Management* - Provides assistance to individuals and families to access and coordinate activities and services needed to work toward permanent housing and self-sufficiency.
- *Rental Assistance* - Provides assistance to individuals and families to prevent or to end homelessness or near-homelessness. Assistance may be provided in the form of rental, mortgage arrearage, utility, or security deposit payments. Homelessness is ended by moving the recipients out of temporary living situations or shelters and into permanent housing. Evictions are prevented by providing payments for rent or mortgage arrearages so that individuals and families are able to maintain their own residences.
- *Bridge Housing* - Assists individuals and families experiencing homelessness for up to 18 months by providing housing and case management with the goal of returning the recipients to the most independent living situation possible.
- *Emergency Shelter - Adult Protective Service* - Provides shelter to individuals in immediate need who have no permanent residence. Service components include mass and individual shelter in congregate settings and individual shelter paid through a voucher system to house recipients in hotels, motels, or boarding homes.
- *Innovative Supportive Housing Services* - Allows counties to develop supportive housing services to address unique county needs, which are not met within the other eligible HAP service components.

15. Program Operations – Housing Services

d. Description of Recipients (eligibility considerations)

To receive HAP services, an individual or family must have low-income, below 200 percent of the FPIG, and be in immediate need of shelter, at risk of experiencing homelessness, or be experiencing homelessness or near-homelessness. Individuals or families seeking emergency shelter services as a result of a disaster or domestic violence are not required to meet income guidelines.

Individuals or families are experiencing homelessness if they:

- reside in a group shelter, domestic violence safe home, hotel or motel paid for with public or charitable funds, a mental health, drug or alcohol facility, jail, or hospital with no place to reside; or living in a home, but due to domestic violence, need a safe place to reside;
- verify that they face foster care placement of their children solely because of lack of adequate housing or need housing to allow reunification with children who are in foster care placement;
- are living in a doubled-up arrangement for six months or less;
- are living in a condemned building;
- are living in housing in which the physical location presents life and/or health threatening conditions; or
- are living on the street, in cars, or front stoops.

Individuals and families are experiencing near homelessness if they are facing eviction.

e. Method of Delivery and Geographic Area

Individuals may request state-funded services at local HAP service provider agencies in in all 67 counties in Pennsylvania. SSBG funds are used to fund services in Philadelphia County.

f. Partnering State Agency

Office of Income Maintenance

g. Subgrantee / Service Providers

All 67 counties in Pennsylvania subcontract with local provider agencies to provide HAP services. As noted above, SSBG funds are used to fund services in Philadelphia County.

18. Program Operations – Legal Services

a. Service Category

Legal Services: Legal Services are provided by lawyers and paralegals under attorney supervision to resolve or prevent the civil legal problems of an eligible individual or several eligible individuals sharing the same legal problem or circumstances.

b. SSBG Goals

- (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
- (5) Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions

c. Description of Services

The provision of legal services must be consistent with the Code of Professional Responsibility and the Disciplinary Rules of the Supreme Court of Pennsylvania and other applicable rules of professional conduct. The services do not include political activities or the provision of direct services to organizations. The substantive services provided primarily fall within core areas, which include termination of employment and unemployment compensation; custody and other family law matters; health care/insurance; income and income supports; discrimination due to age, race, gender/sex, sexual orientation, or disability; wage and pension claims; housing; wills and estates; social security benefit; disability; and debtor-creditor issues. It also includes protective services under the Pennsylvania Protection from Abuse Act, 23 Pa.C.S. §§ 6101 - 6122.

Service activities include:

- consultation and advice; and
- representation of individuals, which includes, but is not limited to, legal assessment; negotiation; research; and representation before district judges, courts, and administrative agencies.

Legal Services are not provided in fee-generating cases or in cases in which the Commonwealth of Pennsylvania or political subdivisions of the Commonwealth have an obligation to provide counsel to low-income individuals. Legal Services are not provided in criminal matters or in matters which, in the professional judgment of an attorney, are of little merit or which, under all circumstances presented by the person, are of no benefit to the person. A fee-generating case means any case or matter which, if undertaken on behalf of an eligible recipient by an attorney in private practice,

18. Program Operations – Legal Services

reasonably may be expected to result in a fee for legal services to be paid from a monetary award made by a court or an administrative agency. The term "fee generating case" does not include cases in which representation is permitted by 45 CFR § 1609.3.

d. Description of Recipients (eligibility considerations)

Individuals financially eligible are:

- current recipients of TANF;
- current recipients of SSI;
- current recipients (both children and adults) of protective services under the Protection from Abuse Act, 23 Pa.C.S. §§ 6101 - 6122;
- current recipients of MA; and
- persons not described under this section whose family's monthly gross income does not exceed 125 percent of the FPIG adjusted according to family size.

Recipients also must meet one of the two categories of need: (1) emergency situations, and (2) termination of employment and unemployment compensation; custody and other family law matters; health care/insurance; income and income supports; discrimination due to age, race, gender/sex, sexual orientation, or disability; wage and pension claims; housing; wills and estates; social security benefit; disability; and debtor-creditor issues.

e. Method of Delivery and Geographic Area

Individuals may request services throughout the state from local legal service provider agencies under contract or subcontract with the Pennsylvania Legal Aid Network.

f. Partnering State Agency

Office of Policy Development

g. Subgrantee / Service Providers

Pennsylvania Legal Aid Network

21. Program Operations – Protective Services - Adults

a. Service Category

Protective Services – Domestic Violence and Protective Services – Rape Crisis: Protective Services includes activities to assist individuals who are in situations of actual or threatened abuse, are provided as intervention in a crisis situation, and are necessary to alleviate the problem or to remove the individual from the dangerous situation as detailed in the recipient’s written service plan.

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

c. Description of Services

Protective Services - Domestic Violence

Service activities include, but are not limited to:

- making referral for financial aid, either in the form of emergency aid or in the form of ongoing income maintenance;
- providing assistance to obtain public benefits;
- arranging or providing emergency shelter or housing in the form of room and board, transportation services, emergency health services, and financial aid; the services are provided for no more than 30 days in any six-month period if other resources, including Medicare and Medicaid, are not available;
- providing or arranging for services necessary to enable the individual to remain in their home;
- providing outreach services;
- arranging for medical, mental health, and intellectual disabilities assessments;
- arranging or referring individuals for services determined through assessment;
- arranging or referring for the provision of legal services and assistance, including the preparation of legal documents and direct representation in cases of exploitation, abuse, or neglect;
- providing accompaniment to the police department, hospital, court, social services, and providing victim advocacy;
- providing supportive counseling, both in person and via telephone, and protective casework for as long as necessary to implement the recipient’s service plan;
- providing preventative services for potential domestic violence victims and educating other service providers about dealing with victims of domestic violence;
- providing a 24-hour hotline service to victims; and
- recruiting and training volunteers to provide services.

21. Program Operations – Protective Services - Adults

Protective Services - Rape Crisis

Service activities include, but are not limited to:

- making referral for financial aid, either in the form of emergency aid or in the form of ongoing income maintenance;
- arranging alternate care, upon recipient consent;
- arranging for emergency health services;
- providing outreach services;
- arranging for medical, mental health, and intellectual disabilities assessments;
- arranging or referring individuals for services determined through assessment;
- arranging or referring for the provision of legal aid, including the preparation of legal documents and direct representation in cases of exploitation, abuse, neglect, involuntary commitment, and competency proceedings;
- arranging with or referring the recipient to appropriate agencies or individuals for initiation of guardianship proceedings;
- providing accompaniment to the police department, hospital, court, social services, and providing victim advocacy;
- providing crisis counseling, both in person and via telephone, and protective casework for as long as necessary to implement the recipient's service plan;
- educating service provider agencies to more effectively support victims of rape;
- providing a 24-hour hotline service to victims of rape and to the significant others of victims; and
- recruiting and training volunteers to provide services.

Refer to the next page for child protective services information, including child welfare services.

d. Description of Recipients (eligibility considerations)

Individuals are eligible without regard to income.

e. Method of Delivery and Geographic Area

Title XX funds provide protective services to victims of domestic violence and/or sexual assault through grants issued to statewide coalitions which, in turn, provide subgrants for services at the local level. Individuals may request services at the local domestic violence and/or local rape crisis provider agencies that are under contract with the statewide coalitions.

f. Partnering State Agency

Office of Policy Development

g. Subgrantee / Service Providers

Pennsylvania Coalition Against Domestic Violence (a division of Respect Together)

<p>22. Program Operations – Protective Services - Children</p>
<p>a. Service Category</p> <p>Child Welfare Services, Protective Services – Domestic Violence, and Protective Services – Rape Crisis</p>
<p>b. SSBG Goals</p> <p>(2) Achieving or maintaining self-sufficiency, including reduction or prevention of dependency</p> <p>(3) Preventing or remedying neglect, abuse, or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating, or reuniting families</p> <p>(4) Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care</p>
<p>c. Description of Services</p> <p>Child welfare social services include certain activities performed by county children and youth social service agencies to alleviate or prevent conditions of dependency and delinquency of children and to strengthen the functioning of their families. Activities are defined in 55 Pa. Code § 3130, Administration of County Children and Youth Social Services Programs. Refer to pages 14 and 15 for Adult Domestic Violence and Rape Crisis program information.</p>
<p>d. Description of Recipients (eligibility considerations)</p> <p>Services are provided without regard to income to children and their families who are in need of the services. The need for services is determined in accordance with the definitions in 55 Pa. Code § 3130 and other applicable program regulations.</p>
<p>e. Method of Delivery and Geographic Area</p> <p>Services under the Department’s Child Welfare Program are provided through grants to county children and youth social service agencies. Requests and referrals for services are made through a county children and youth social service agency in each of the state’s 67 counties.</p>
<p>f. Partnering State Agency</p> <p>Office of Children, Youth, and Families Office of Policy Development</p>
<p>g. Subgrantee / Service Providers</p> <ul style="list-style-type: none"> • Pennsylvania’s 67 counties contract with various child welfare service providers • Pennsylvania Coalition Against Domestic Violence • Respect Together

24. Program Operations – Residential Treatment

a. Service Category

Residential Social Services for Adjudicated Delinquent Youth

b. SSBG Goals

- (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

c. Description of Services

The Youth Development Centers and Youth Forestry Camps provide residential services for the rehabilitation of youth who have been adjudicated delinquent and who require care, guidance, and control. Service is based on programmatic decisions made by staff of the facility based on an assessment of recipient need and are designed to meet the social, emotional, vocational, and educational needs of youth in care while ensuring accountability on the part of the youth to the victim, the community, the court, and the youth's family. Services are also designed to enable youth to return to the community more capable of being law-abiding and productive members of society.

Services include, but are not limited to:

- diagnostic assessments of each youth;
- preparation, implementation, and monitoring of individual treatment service plans;
- individual, group, and family counseling;
- psychological and psychiatric services;
- teaching of basic social, interpersonal, and living skills;
- training in the development of job-related skills needed to obtain employment; and
- socialization and recreation activities to foster individual growth and enable youth to reach maximum functioning while in placement and upon return to the community.

d. Description of Recipients (eligibility considerations)

All youth who are adjudicated delinquent and placed in a Youth Development Center or Youth Forestry Camp are eligible without regard to income.

A child is defined by the Juvenile Act, 42 Pa. C.S.A. § 6302 as:

- an individual under 18 years of age;
- an individual up to 21 years of age who committed an act of delinquency before reaching 18 years of age; or
- an individual who was adjudicated dependent before reaching 18 years of age and who, while engaged in a course of instruction or treatment, requests the court to retain jurisdiction until the course has been completed, but in no event shall a child remain in a course of instruction or treatment past 21 years of age.

24. Program Operations – Residential Treatment

e. Method of Delivery and Geographic Area

Admission to the facilities that provide for the rehabilitation of youth is by court order in compliance with the Juvenile Act, 42 Pa.C.S.A. §§ 6301 - 6375. The Department operates six residential facilities located throughout the state.

f. Partnering State Agency

Office of Children, Youth, and Families

g. Subgrantee / Service Providers

- Loysville Youth Development Center
- North Central Secure Treatment Unit
- North East Secure Treatment Unit
- South Mountain Secure Treatment Unit
- Western Secure Treatment Unit
- Youth Forest Camp #3

29. Program Operations – Other Services

a. Service Category

Community Mental Health Services and Community Intellectual Disabilities Services

b. SSBG Goals

- (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
- (5) Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions

c. Description of Services

Community Mental Health Services

Community Mental Health Services provide a range of services and supports, such as:

- community residential rehabilitation services, which provide intensive, goal-directed supports in a non-medical setting, enabling recipients to achieve their maximum possible independence within a community;
- vocational services, which enable individuals with mental disabilities to prepare for, secure, and retain employment;
- service planning/case management services, which provide coordination, monitoring, and advocacy among all the services the recipient receives; and
- social rehabilitation services, which improve an individual's functioning in society by developing skills in areas, including social competence, communication, and daily living.

Additional information regarding the mental health service definition is available in Mental Health Bulletin Number OMHSAS-12-02, "Cost Centers for County Based Mental Health Services," available at:

https://www.dhs.pa.gov/docs/Publications/Documents/FORMS%20AND%20PUBS%20OMHSAS/d_005967.pdf.

29. Program Operations – Other Services

Community Intellectual Disabilities Services

Community Intellectual Disabilities Services consist of a comprehensive array of services and supports for people with intellectual disabilities/autism. Private service providers, working under contract, or county mental health/intellectual disabilities (MH/ID) programs administer and/or provide services.

Specific activities and services include, but are not limited to:

- adult developmental training and community participation;
- community residential services;
- employment and employment-related services;
- family support services, including respite care, behavioral support, family education/training, homemaker services, therapies; and
- supports coordination (case management).

Additional information regarding the intellectual disabilities/autism service definition is available in Office of Developmental Programs (ODP) Bulletin Number 00-13-04, Attachment 1, “Crosswalk between ODP Cost Codes and Human Services Block Grant Cost Codes Effective July 1, 2012,” available at:

<https://www.dhs.pa.gov/docs/Publications/Documents/FORMS%20AND%20PUBS%20ODP/00-13-04%20A.docx>.

d. Description of Recipients (eligibility considerations)

Individuals who are diagnosed as having a mental health issue by the county MH/ID program and who are eligible for full or partial support based on 55 Pa. Code § 4305 are eligible.

Individuals who are diagnosed with intellectual disabilities/autism by the county MH/ID program are eligible for full or partial support and services based on their assessed needs.

e. Method of Delivery and Geographic Area

The Department provides mental health services and services for individuals with intellectual disabilities/autism through grants to county MH/ID programs. Individuals may apply for services statewide through the county MH/ID program.

f. Partnering State Agency (Agencies)

Office of Mental Health and Substance Abuse Services
Office of Developmental Programs

g. Subgrantee / Service Providers

- Pennsylvania’s 67 counties contract with various MH/ID service providers

Estimated Expenditures and Proposed Provision Method

Services Supported with SSBG Expenditures	SSBG Allocation	Carry Over Funds from Previous FY	Funds Transferred into SSBG*	Carry Over Funds Transferred into SSBG from Previous FY	Expenditures of All Other Federal, State, and Local Funds**	Total Expenditures	Provision Method		Does the Total Expenditures Include ALL Other Federal, State, and Local Funds?
							Public	Private	
1) Adoption Services									
2) Case Management	\$3,000,000				\$657,357,000	\$660,357,000	X		Y
3) Congregate Meals									
4) Counseling Services									
5) Day Care--Adults									
6) Day Care--Children			\$30,977,000		\$656,924,000	\$687,901,000	X	X	Y
7) Education and Training Services									
8) Employment Services									
9) Family Planning Services	\$2,000,000				\$20,942,000	\$22,942,000	X	X	Y
10) Foster Care Services--Adults									
11) Foster Care Services--Children									
12) Health-Related Services									
13) Home-Based Services									
14) Home-Delivered Meals									
15) Housing Services	\$4,183,000				\$18,496,000	\$22,679,000	X		Y
16) Independent/Transitional Living Services									
17) Information & Referral									
18) Legal Services	\$5,049,000				\$33,596,000	\$38,645,000	X	X	Y
19) Pregnancy & Parenting									
20) Prevention & Intervention									
21) Protective Service--Adults***	\$6,546,101				\$37,250,000	\$43,796,101	X	X	Y
22) Protective Services--Children***	\$12,900,899				\$2,067,938,000	\$2,080,838,899	X	X	Y
23) Recreation Services									
24) Residential Treatment	\$10,000,000				\$66,365,000	\$76,365,000	X	X	Y
25) Special Services--Disabled									
26) Special Services--Youth at Risk									
27) Substance Abuse Services									
28) Transportation									
29) Other Services****	\$17,817,000				\$4,547,707,000	\$4,565,524,000	X	X	Y
30) SUM OF EXPENDITURES FOR SERVICES	\$61,496,000		\$30,977,000		\$8,106,575,000	\$8,199,048,000			
31) Administrative Costs	\$358,000					\$358,000			
32) SUM OF EXPENDITURES FOR SERVICES AND ADMINISTRATIVE COSTS	\$61,854,000		\$30,977,000		\$8,106,575,000	\$8,199,406,000			
33) Total SSBG Expenditures	\$92,831,000	\$0							
34) Remaining funds to be carried over into the next fiscal year	\$1,029,447								

*These funds were transferred from Temporary Assistance for Needy Families (TANF).

**The amounts reported in the "Expenditures of All Other Federal, State, and Local Funds" column are estimated based upon the actual amounts reported in the FY 2022-23 Post-Expenditure report (rounded to 000's). The sources of these funds per the FY 2022-2023 Post-Expenditure Report for Federal funds are as follows: Child Care and Development Block Grant (CCDBG); Community Mental Health Services Block Grant (CMHSBG); Coronavirus Aid, Relief, and Economic Security (CARES) Act; Family Violence Prevention and Services Act (FVPSA) Grant; National Breast and Cervical Cancer Early Detection Program (NBCCEDP); National School Lunch Program; Homeowner Assistance Fund (HAF); SNAP; TANF; Title IV-B; Title IV-E; Title V; Title X; Title XIX; and Waivers (Community Living, Consolidated, and Person/Family Directed Support). State funds are as follows: Communicable Disease and Sexually Transmitted Disease (STD) Programs; Select Plan Amendment; state Act 44, Act 148, and Act 222; state Disability Advocacy Program (DAP); state expanded services and breast cancer services; state general fund; and state Human Services Block Grant (HSBG). Local funds include: Interest on Lawyers' Trust Accounts and Access to Justice Act (IOLTA/AJA); Pennsylvania Housing Affordability and Rehabilitation Enhancement (PHARE) fund; county funds; and other county/local revenue sources.

***Protective Services--Adults includes the Department's rape crisis and domestic violence services. Protective Services--Children comprises the Department's rape crisis, domestic violence, and child welfare services.

****Other Services consists of Community Mental Health Services and Community Intellectual Disabilities Services.

Estimated Clients

Service Supported with SSBG Expenditures	Children	Adults Age 59 Years & Younger	Adults Age 60 years & Older	Adults of Unknown Age	Total Adults	Total Recipients	Actual (A), Estimated (E), Sampled (S) data?			Duplicated (D) or Unduplicated (U) Counts?		Eligibility Criteria (Found under each Federal Category)***
							A	E	S	D	U	
1) Adoption Services												
2) Case Management	1,327,282	2,083,029	620,223	0	2,703,252	4,030,534		X			X	Page 5
3) Congregate Meals												
4) Counseling Services												
5) Day Care--Adults												
6) Day Care--Children	131,481	0	0	0	0	131,481		X			X	Page 7
7) Education and Training Services												
8) Employment Services												
9) Family Planning Services	19,013	98,572	112	0	98,684	117,697		X			X	Page 9
10) Foster Care Services--Adults												
11) Foster Care Services--Children												
12) Health-Related Services												
13) Home-Based Services												
14) Home-Delivered Meals												
15) Housing Services	20,946	24,475	5,046	15,890	45,411	66,357		X		X		Page 11
16) Independent/Transitional Living Services												
17) Information & Referral												
18) Legal Services	1,226	48,071	13,068	0	61,139	62,365		X			X	Page 13
19) Pregnancy & Parenting												
20) Prevention & Intervention												
21) Protective Services—Adults*	0	89,550	4,862	1,021	95,433	95,433		X			X	Page 15
22) Protective Services—Children*	165,182	0	0	0	0	165,182		X			X	Page 16
23) Recreation Services												
24) Residential Treatment	600	0	0	0	0	600		X			X	Page 17
25) Special Services--Disabled												
26) Special Services--Youth at Risk												
27) Substance Abuse Services												
28) Transportation												
29) Other Services**	9,549	37,628	7,103	387,510	432,241	441,790		X			X	Page 20
30) SUM OF RECIPIENTS OF SERVICES	1,675,279	2,381,325	650,414	404,421	3,436,160	5,111,439						

*Protective Services-Adults includes the Department's rape crisis and domestic violence services. Protective Services-Children comprises the Department's rape crisis, domestic violence, and child welfare services.

**Other Services consists of Community Mental Health Services and Community Intellectual Disabilities Services. Community Mental Health Services under "Other Services" uses actual client counts reported in the 2022-23 Post-Expenditure Report as the estimated number of clients in the 2024-25 Intended Use Plan.

***Page numbers in this column refer to where eligibility criteria are located in the Intended Use Plan.

Additional Note: Client counts for Day Care-Children are estimated to be higher in 2024-25 due to a change in the counting methodology used by the program office. Increases are also expected to occur under Residential Treatment due to the opening of a new secure treatment unit.

COMMONWEALTH OF PENNSYLVANIA
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The Pennsylvania Department of Human Services certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) 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 or other designee 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;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) 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
 - (2) 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;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).



Valerie A. Arkoosh, MD, MPH, Secretary

May 17, 2024

Date


Pennsylvania Department of Human Services, P.O. Box 2675, Harrisburg, Pennsylvania 17120

COMMONWEALTH OF PENNSYLVANIA

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

By signing and submitting this Certification Statement, the applicant, defined as the primary participant in accordance with Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, certifies to the best of its knowledge and belief, that it and its principals:

- (a) Require 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 and 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.
- (b) Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing that it will comply with the requirements of the Act.
- (c) 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.



Valerie A. Arkoosh, MD, MPH, Secretary

May 17, 2024
Date

Pennsylvania Department of Human Services, P.O. Box 2675, Harrisburg, Pennsylvania 17120

COMMONWEALTH OF PENNSYLVANIA

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(a) 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 an 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.

(b) 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.

(c) 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.



Valerie A. Arkoosh, MD, MPH, Secretary

May 17, 2024

Date

Pennsylvania Department of Human Services, P.O. Box 2675, Harrisburg, Pennsylvania 17120

COMMONWEALTH OF PENNSYLVANIA
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS
Primary Covered Transactions

By signing and submitting this Certification Statement, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (b) Have not within a three-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;
 - (c) Are not presently indicted for 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
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
-

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION
Lower Tier Covered Transactions

By signing and submitting this Certification Statement, the applicant, defined as the primary participant in accordance with 45 CFR Part 76, certifies to the best of its knowledge and belief, that it and its principals:

- (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Valerie A. Arkoosh, MD, MPH, Secretary

May 17, 2024

Date

Pennsylvania Department of Human Services, P.O. Box 2675, Harrisburg, Pennsylvania 17120