

Human Services Revenue Overview

This document explains how county Human Services departments are organized and, most importantly, where their money comes from. Human Services is funded through a combination of county taxes, state and federal funding, payments for services, and reimbursements. Some funding is provided through grants, which usually require an application and have specific requirements, while other money is automatically provided to counties based on state formulas.

Different programs also receive different levels of reimbursement from the state or federal government. For example, some Income Maintenance programs receive money back for the work county employees do to determine eligibility for benefits, while other programs are funded entirely by the county. Social Services receives funding through grants, federal matching funds, Medical Assistance billing, and payments for services such as case management.

Overall, the document shows that county Human Services funding is complicated and comes from many different sources, with each program having its own rules about what expenses can be reimbursed and how revenue is calculated.

County Human Service Structure

County Human Service agencies can be structured in different ways. The different agency divisions are generally:

- Income Maintenance & Social Services
- Income Maintenance, Social Services & Public Health
- Income Maintenance, Social Services, Public Health & Veterans
- Income Maintenance, Social Services, Public Health, Veterans & Corrections
- Income Maintenance, Social Services, Public Health & Corrections
- If a county human services agency has an in-house Employment & Training/Job Training Center, the agency split may be Income Maintenance, Social Services, and Jobs & Training Center (where the Jobs & Training area is treated like a division and costs are allocated based on FTE).

Major Types of Human Services Revenues

- Property tax – set by the county board annually
- Reimbursement for Services (Fees for Services) – fees and other income received for providing services and/or materials. Example – TCM billing
- State Grants/Allocations
- Federal Grants/Allocations (Primarily from the U.S. Department of Agriculture and U.S. Department of Health and Human Services and distributed through DHS and DCYF).

Grants vs. Allocations

- DHS and DCYF administers many grants and allocations. Some people even refer to some of the grants as grant allocations. In some instances, grants and allocations are “automatically” paid to counties.
- Grants generally require the county to perform additional work beyond the activities funded by the grant.
- Grants are usually time limited
- Grant applications are usually required
- They are granted on a competitive basis
- Allocations are given to counties by the state based on a state formula
 - For a full listing on DHS/DCYF Grants and Allocations, please visit:
[PartnerLink>Fiscal Reporting & Accounting>2027 Allocations](#)
- DHS/DCYF reviews SEAGR report data to ensure counties are meeting spending requirements to ensure spending is more than the grant/allocation payments.

Income Maintenance Program Areas

Income Maintenance Revenue “Generators”

- Federal Financial Participation (FFP)
 - Federal financial participation (FFP) is the specific share of state program costs that the federal government pays through matching funds.
 - Some programs that are eligible for FFP include – MFIP(TANF), SNAP, Child Support (IV-D), and Medical Assistance.
- IMRMS Time Study (worker sampling of duties performed)
 - The IMRMS funds the work counties do in determining eligibility and other activities associated with administration of federal programs.
 - The feds reimburse 50% of the cost of time spent on eligible activities (county pays 50%). MA expansion is reimbursed up to 75%.
 - Costs spent on determining eligibility for “state only” programs such as MSA and GA are 100% county funded.
 - Time study results are summarized to produce total percentages of time and cost of administering TANF, SNAP, Medical Assistance, GA, MSA
- FPI Grant
 - FPI focuses specifically on preventing welfare fraud, and counties must have an FPI grant contract with DCYF to claim FPI costs.
 - The FPI program differs from Fraud Control in that it is 100% funded by MN DCYF up to each county’s contract amount. Funding for FPI comes from MA, SNAP, TANF, Child Care, and state funds, subject to available appropriations under Minnesota Statute 256.983.
 - FPI program costs—including direct county costs reported in Section D of the DHS-2550 and administrative overhead calculated by DHS—are allocated to the benefiting programs using closed fraud case counts from the DHS Fraud Case Management.
- MA Recoveries/Collections
 - The Medical Assistance (MA) estate recovery is a program that the federal government requires Minnesota to administer in order to receive federal funds.
 - The program requires Minnesota to recover against assets a person owns at death to repay the amount that MA paid for that person or the person’s spouse.
 - The county keeps a share of the recovery and DHS will bill for the other portion. Historically, this is approximately 25% of the county’s share.
 - Other collections – Other support programs have collections as well, not much for “earning”.

Income Maintenance Administration

This includes expenses paid by the county for the operation and administration of the county Income Maintenance programs. Examples of these expenses include rent, utilities, repair and maintenance of buildings and equipment, and Merit System costs applicable to the Income Maintenance Division. Income Maintenance salary and benefit costs for directors, supervisors, and other administrative support staff.

For more information on included expenses please see Section E of the [Income Maintenance Quarterly Expense Report Instructions \(DHS-2550\)](#) on PartnerLink.

Income Maintenance Random Moments Study (IMRMS) Staff Costs (salary/fringe/benefits)

This includes expenses for eligibility staff that are required to participate in the IMRMS time study. Examples of these positions include Financial Assistant Specialist, Eligibility Worker Specialist, Financial Worker, Eligibility Workers, IM Case Aide, Childcare Eligibility Worker (if childcare is in the Income Maintenance area), etc.

Please see the [IMRMS Participant Handbook](#) for more details on who MUST participate in the Income Maintenance Random Moments Study (IMRMS).

Minnesota Family Investment Program (MFIP)

MFIP helps families with children meet their basic needs, while helping caregivers move to financial stability through work. Caregivers are expected to work and are supported with both cash and food assistance. Temporary Assistance for Needy Families (TANF) provides time-limited cash assistance to families with children and to pregnant woman. In Minnesota, TANF assistance is delivered through the Minnesota Family Investment Program (MFIP).

Expenses: County staff expenses associated with administering the eligibility function of the Minnesota Family Investment Program (MFIP).

Revenues: Reimbursement of county-wide expenditures generated from the IMRMS results for MFIP.

General Assistance (GA)

The General Assistance (GA) program helps people without children pay for basic needs. It provides money to people who can't work enough to support themselves and whose income and resources are very low. People who get general assistance are also eligible for help with medical costs through Medical Assistance (MA).

Expenses: County staff expenses associated with administering the eligibility function of the General Assistance (GA).

Revenues: No reimbursement of county-wide expenditures.

Supplemental Nutrition Assistance Program (SNAP)

The Supplemental Nutrition Assistance Program (SNAP) helps Minnesotans with low incomes, including temporary low incomes, get the food they need for nutritious and well-balanced meals. The program provides extra support to help stretch a household's food budget and is not meant to cover all the groceries a family needs.

Expenses: County staff expenses associated with administering the eligibility function of the Supplemental Nutrition Assistance Program (SNAP).

Revenues: Reimbursement of county-wide expenditures generated from the IMRMS results for SNAP.

Child Support (Title IV-D)

This program provides five major services to public and non-public assistance applicants, all with the purpose of assisting with child support collections. Services include paternity determination, absent parent location, support obligation establishment, enforcement, and distribution.

Expenses: County staff expenses that are 100% attributable to administering the child support program, including payroll expenses, administrative overhead, and Cooperative Agreement contract expenses with the County Attorney's Office and the County Sheriff's Department.

Revenues:

- Federal Financial Participation (FFP) 66% of administrative costs that they have incurred over the quarter reported on the DHS-2550.
- State and Federal Incentives - Counties are allocated incentive dollars based on their County Performance Analysis (CPAT) percentages.

Medical Assistance (MA)

Medical Assistance is Minnesota's Medicaid program. It is a health care program for Minnesotans with low incomes. It provides health care coverage to children and families, pregnant people, adults without children, seniors, and people who are blind or have a disability.

Expenses:

- County staff expenses associated with administering the eligibility function of the Medical Assistance Program (MA).
- Client reimbursements for MA Access, MA Cost Effective Health Insurance, MA County Buy In Premium (Medicare B), and MA Child/Teen Check-up.

Revenues:

- Reimbursement of county-wide expenditures generated from the IMRMS results for Medical Assistance Program.
- Reimbursements to agencies for MA Access, MA Cost Effective Health Insurance, MA County Buy In Premium (Medicare B), and MA Child/Teen Check-up (CCR lines 2-5).

Minnesota Supplemental Assistance (MSA)

Minnesota Supplemental Aid (MSA) Housing Assistance helps people with disabilities who pay more than 40 percent of their income toward housing costs so that they have a choice about where they live.

Expenses: County staff expenses associated with administering the eligibility function of the Minnesota Supplemental Assistance (MSA).

Revenues: No reimbursement of county-wide expenditures.

Refugee Cash Assistance

Refugee Cash Assistance may be available for single or married individuals without children for up to 12 months after either the date the person arrived in the United States or the date the person was granted an eligible status.

Expenses: County staff expenses associated with administering the eligibility function for the Refugee Cash Assistance Program.

Revenues: Reimbursement of county-wide expenditures generated from the IMRMS results for Refugee Cash Assistance Program.

Housing Support (Group Residential Housing – GRH)

Housing Support is designed to provide community-based residential care for those patients who would normally be, or have been, cared for in nursing homes or SOS facilities. This is the fruition of a concerted effort to get intermediate-care patients out of costly segregated facilities and into communities, closer to a home-type environment.

Expenses: County staff expenses associated with administering the eligibility function of the Housing Support.

Revenues: No reimbursement of county-wide expenditures.

Social Services Program Areas

Social Services Revenue “Generators”

- Block Grants and Allocations
 - There are multiple grants and allocations that agencies can receive for the Social Services program areas. The specific grants and allocations are listed below in the program area.
 - Some grants are provided as advances and paid to the agency before the expenditures are incurred. Others are provided on a reimbursement basis and paid to the agency based on its quarterly expenditure reporting.
 - Many of the grants and allocations do have the requirement to report expenditures back to DHS/DCYF through the SEAGR Report, which is BRASS code based to show what services are being provided.
 - For more information on grants and allocations, please see Attachment E of the [Instructions for Completing the SEAGR Report \(DHS-2557\)](#) on PartnerLink.
- Federal Financial Participation (FFP)
 - Federal financial participation (FFP) is the specific share of state program costs that the federal government pays through matching funds.
 - Some programs that are included for FFP include – SSTS, Title IV-E, and Rule 5.
- SSTS Time Study (worker sampling of duties performed)
 - The Social Service Time Study (SSTS) is the federally approved claiming mechanism for reimbursing county agencies for eligible administrative social service costs associated with administering Title IV-E (child welfare), Medicaid (MA) and MnCHOICES.
 - The SSTS allocates administrative social service costs among the various federal funding sources which support social service programs in Minnesota.
 - The SSTS also provides the statistics used to set annual Targeted Case Management (TCM) rates.
- Waiver Case Management
 - The county receives revenue for time spent managing services paid by Medical Assistance for individuals with disabilities. The county manages the service, and the private sector generally provides the services.
 - Waiver programs include Developmental Disabilities (DD), Elderly Waiver (EW), Community Aid to Disabled Individuals (CADI), Community Alternatives for Children (CAC), Brain Injury (BI), Alternative Care (AC), Relocation Services Coordination (RSC), Home and Community Based Services (HCBS).

- The billing process uses the waiver workers' client specific time reporting to generate individual claims which are billed to state or to a managed care plan. The state established uniform rates.
- Targeted Case Management
 - There are 4 separate variants of TCM: Child Welfare Targeted Case Management (CW-TCM), Children's Mental Health Targeted Case Management (CMH-TCM), Adult Mental Health Targeted Case Management (AMH-TCM), and VA/DD Targeted Case Management (VADD-TCM)
 - TCM services can be performed by the county or outside providers.
 - These services are billed by eligible individuals based on a DHS annually established monthly TCM rate. TCM is billed to the state or to a managed care plan.
 - County receives federal financial participation (FFP) of approximately 50% of the total rate and the county, not the state, pays the nonfederal share of this MA benefit.

Social Service Administration

This includes expenses paid by the county for the operation and administration of the county Social Service programs. Examples of these expenses include rent, utilities, repair and maintenance of buildings and equipment, and Merit System costs applicable to the Social Services Division. Social Services salary and benefit costs for directors, supervisors, and other administrative support staff.

For more information on included expenses please see Attachment A of the [Social Service Fund Report Instructions \(DHS-2556\)](#) on PartnerLink.

Social Services Time Study (SSTS) Staff Costs (salary/fringe/benefits)

This includes expenses for social services staff that are required to participate in the SSTS time study. Examples of these positions include social workers, case managers, and case aides.

Please see the [SSTS Participant Handbook - Revised 9/28/2020](#) for more details on who MUST participate in the Social Services Time Study (SSTS).

Children's Program (BRASS Codes 101-198)

- Child Protection
- Child Welfare Targeted Case Management (CW-TCM)
- Citizen Review Panel (CAPTA)
- Community First Services and Support (CFSS)
- Consumer Support Grant - under 18
- CW-TCM
- Family Assessment Response (FAR)
- Family Group Decision Making (FGDM)
- Local Collaborative Time Study (LCTS) - Title IV-E and MA

- Long Term Homeless Service Grant
- MA Waivers: CAC, CADI, and Brain Injury (BI)
- Minnesota Child Welfare Training
- Northstar Care for Children
- Parent Support Outreach Program (PSOP)
- Relocation Services (RSC)
- Subsidized Adoptions/Adoption Assistance and Incentives
- Successful Transition to Adulthood for Youth (STAY)
- Title IV-E Foster Care
- Title IV-E Foster Care Title IV-E Foster Care Administration, Intake and Planning
- Title IV-E Foster Care Administration - Training Social Services (SSTS)
- Title IV-E Foster Care Master of Social Work Training

Expenses (Common expenses, not a complete listing):

- Children's Services program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients.
 - Assessment and Prevention Services (BRASS codes 101 – 110)
 - Facilitative Services (BRASS codes 111 – 119)
 - Supportive Services (BRASS codes 121 – 147)
 - Outpatient Services (BRASS codes 155 – 167)
 - Residential Services (BRASS codes 171 – 189) – Out-of-Home Placement Costs
 - Case Management and Resource Development Services (BRASS codes 191 – 198)

Revenues (not a complete listing):

- For more information on grants and allocations, please see Attachment E of the [Instructions for Completing the SEAGR Report \(DHS-2557\)](#) on PartnerLink.
 - Child Protection (CP) Grant
 - Child Protection Opioid Epidemic Response Account
 - Family Assessment Response (FAR) Grant
 - Family First Prevention Services Act (FFPSA) Allocation
 - Family Support Grant (FSG)
 - Northstar Care for Children Fiscal Reconciliation (not always a revenue)
 - Parent Support Outreach Program (PSOP)
 - Successful Transition to Adulthood for Youth (STAY) Grant
 - Title XX Block Grant
 - Vulnerable Children and Adults Act (VCA) Block Grant

- Other Non-Grants and Allocation revenues (not a complete listing)
 - Title IV-E FFP (Placement and administrative dollars) – Reimbursement of a portion of placement costs and administration for Title IV-E eligible placements.
 - Motivational Interviewing (FFPSA) – reported through the PSSR.
- Medical Assistance billing by agency
 - CW-TCM (CCR line 6)
 - CAC Child under 18 (CCR line 7)
 - CADI Child under 18 (CCR line 8)
 - BI Child under 18 (CCR line 9)
 - RSC Child under 18 (CCR line 10)
 - Consumer Support Grant Child under 18 (CCR line 11)
 - Fees for Service – Fees and other income received for providing services, generally through insurance or from the client.

Child Care (BRASS Codes 201-298)

- Basic Sliding Fee (BSF) Child Care
- Minnesota Family Investment Program (MFIP) Child Care
- MFIP Consolidated Fund – Employment Services

Expenses (Common expenses, not a complete listing):

- Child Care / Employment Services program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients.
 - Assessment and Prevention Services (BRASS codes 201 – 202)
 - Facilitative Services (BRASS codes 211 – 214) – Child Care Program expenditures
 - Supportive Services (BRASS code 237) – Statewide MFIP Employment Services
 - Outpatient Services (BRASS code 258)
 - Residential Services (BRASS codes – none)
 - Case Management and Resource Development Services (BRASS codes 293 – 298)

Revenues (not a complete listing):

- Administrative reimbursement from BSF Child Care
- BSF Allocation (paid by DCYF to providers)
- Administrative reimbursement from MFIP Child Care
- MFIP Consolidated Fund - Employment Services portion of reimbursement

Behavioral Health (Chemical Dependency) (BRASS Codes 301-393)

- Chemical Dependency programs including SUD
- Substance Abuse Prevention and Treatment
- Targeted Response to the Opioid Crisis

Expenses (Common expenses, not a complete listing):

- Behavioral Health (Chemical Dependency) program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients
 - Assessment and Prevention Services (BRASS codes 301 – 309)
 - Facilitative Services (BRASS codes 316 – 317)
 - Supportive Services (BRASS code 336)
 - Outpatient Services (BRASS code 352 – 369) – Behavioral Health Fund (BHF)
 - Residential Services (BRASS codes 370 – 374) – Detox, CD Shelter
 - Case Management and Resource Development Services (BRASS code 393)

Revenues (not a complete listing):

- Behavioral Health Fund (BHF) Administrative Allowance
- Detoxification Fees and Insurance
- Medical Assistance billing by agency
 - SUD Comprehensive Assessment (CCR line 12)
 - SUD Treatment Coordination (CCR line 13)

Mental Health (BRASS Codes 401-496)

- Adult Mental Health Programs
- Adult MH-TCM
- Assertive Community Treatment (ACT)
- Children's Mental Health Programs
- Children's MH-TCM
- Children's Residential Treatment (Rule 5)

Expenses (Common expenses, not a complete listing):

- Mental Health program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients.
 - Assessment and Prevention Services (BRASS codes 401 – 409) – Client Outreach, Assessments, Pre-Petition Screening
 - Facilitative Services (BRASS codes 410 – 420) – Transportation, Client Flex Funds, Court Related Services

- Supportive Services (BRASS codes 430 – 446) – Crisis Services, Community Support Program (CSP), Supported Employment, ACT, Housing Subsidy
- Outpatient Services (BRASS codes 451 – 469) - Outpatient Care type services, Family Based Services, Medication Management, Day Treatment
- Residential Services (BRASS codes 472 – 489) – Inpatient Placements, IRTS, Children’s Residential placements, Respite Care
- Case Management and Resource Development Services (BRASS codes 490 – 496)

Revenues (not a complete listing):

- For more information on grants and allocations, please see Attachment E of the [Instructions for Completing the SEAGR Report \(DHS-2557\)](#) on PartnerLink.
 - Adult Mental Health Initiative (AMHI)
 - Children’s Mental Health Respite
 - Children’s Mental Health Screening
 - Community Support Program (CSP)
 - Community Alternative Response Team (CART)
 - Crisis Services
 - Mankato Crisis Center
 - Mobile Crisis Start Up (Federal)
 - Transition to Community
- Medical Assistance billing by agency
 - MH-TCM Adult 18+ (CCR line 14)
 - MH-TCM Child (CCR line 15)
 - Preadmission Screening and Resident Review (PASRR-MH) (CCR line 16)
 - Intensive Treatment in Foster Care (CCR line 17)
 - MA MN Child Residential Treatment (Rule 5 – treatment portion) (CCR line 18)
 - Mental Health Rehab Services (CCR line 19)
 - Assertive Community Treatment (ACT) (CCR line 20)
 - Community Support Program – Officer Involved Care Coord. (CSP-OICC) (CCR line 21)
- Fees for Service – Fees and other income received for providing services, generally through insurance or from the client.
- Out-of-Home Placement Fees

Developmental Disabilities (BRASS Codes 501-595)

- Day Training and Habilitation (DT&H)
- Developmental Disabilities Semi-Independent Living Services (DD-SILS)
- Family Support Grant (FSG)
- Innovation Solutions Grant
- MA Waiver: Developmental Disability (DD)
- VA-DD TCM (crosses with adult services)

Expenses (Common expenses, not a complete listing):

- Developmental Disabilities program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients.
 - Assessment and Prevention Services (BRASS codes 501 – 509) – MN Choices Assessments, Other Assessments for Services, Pre-petition Screening
 - Facilitative Services (BRASS code 516) – Transportation
 - Supportive Services (BRASS codes 525 – 550) – DDSILS, FSG, Extended Employment, Specialist Equipment and Supplies, Day Support Services
 - Outpatient Services (BRASS codes 558 – 566) – DT & H, Supported Living Services
 - Residential Services (BRASS codes 574 – 589) – Community Residential Living, Respite
 - Case Management and Resource Development Services (BRASS codes 591 – 595) – Waiver/Non-waiver Case Management, Guardianship/Conservatorship (legal services)

Revenues (not a complete listing):

- For more information on grants and allocations, please see Attachment E of the [Instructions for Completing the SEAGR Report \(DHS-2557\)](#) on PartnerLink.
 - Day Training and Habilitation (DT&H) – Funding is on hold through SFY2029.
 - Developmental Disabilities Semi-Independent Living Services (DD SILS)
 - Family Support Grant (FSG)
 - Title XX Block Grant
 - Vulnerable Children and Adults Act (VCA) Block Grant
- Medical Assistance billing by agency
 - Vulnerable Adult & Developmental Disability 18+ (VA/DD-TCM) (CCR line 22)
 - Preadmission Screening and Resident Review (PASRR-DD) (CCR line 23)
 - Developmental Disabilities Services (DD Services) (CCR line 25)
- MnCHOICES Revenue (through the SSTS Random Moments)

Adult Services (including elderly) (BRASS Codes 601-698)

- Adult Protection Services (APS)
- Alternative Care (AC)
- Community First Services and Support (CFSS)
- Consumer Support Grant (CSG) – Adult
- Essential Community Supports (ECS) and Relocation Services (RSC)
- MA Waivers: CAC, CADI, Elderly Waiver (EW) and Brain Injury (BI)
- Moving Home Minnesota (MHM)

Expenses (Common expenses, not a complete listing):

- Adult services program share of social service administration expenditures, based on time reporting.
- Amounts paid to companies and individuals, who are not on the county payroll, who provide service to or for clients.
 - Assessment and Prevention Services (BRASS codes 601 – 607) – APS Intake and Screening, MN Choices Assessments, Other Assessments for Services
 - Facilitative Services (BRASS codes 615 – 619) – Interpreter, Transportation, Court-Related
 - Supportive Services (BRASS codes 621 – 650) – Home-based Support Services, DDSILS, Employment and Housing Supports, Independent Living Skills, Adult Day Care
 - Outpatient Services (BRASS codes 655 – 658) – Counseling Services
 - Residential Services (BRASS codes 671 – 689) – Adult Shelter, Adult Foster Care, Respite
 - Case Management and Resource Development Services (BRASS codes 691 – 698) – Case Management, Guardianship/Conservatorship (legal services), Licensing

Revenues (not a complete listing):

- For more information on grants and allocations, please see Attachment E of the [Instructions for Completing the SEAGR Report \(DHS-2557\)](#) on PartnerLink.
 - Adult Protection Services (APS) Grant
 - Title XX Block Grant
 - Vulnerable Children and Adults Act (VCA) Block Grant
- Medical Assistance billing by agency
 - CAC Adult 18+ (CCR line 27)
 - Consumer Support Grant Adult 18+ (CCR line 28)
 - CADI Adult 18+ (CCR line 29)
 - Elderly Waiver (CCR line 30)
 - BI Adult 18+ (CCR line 32)
 - RSC Adult 18+ (CCR line 33)
 - Essential Community Supports (ECS) (CCR line 34)
 - Moving Home Minnesota (CCR line 35)
 - Alternative Care (AC) (CCR line 36)
- MnCHOICES Revenue (through the SSTS Random Moments)