ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Community Services

OMB #0970-0234
Exp. Date: 05/31/2024

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 Bock Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is 05/31/2024. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: SSBG@acf.hhs.gov.

I. General Information

1. **State** New Hampshire
2. **Fiscal Year** FY2023
3. **State Official Contact Information**

Lori Shibinette
Commissioner, Department of Health and Human Services
129 Pleasant St., Concord, NH 03301
603-271-9200

4. **SSBG Contact Information**

Deirdre Dunn Tierney
Bureau Chief, Bureau for Family Centered Services
Department of Health & Human Services, Division of Long Term Supports & Services
129 Pleasant St., Thayer Building, Concord, NH 03301
603-271-8181 deirdre.dunn@dhhs.nh.gov

5. **SSBG Award from Previous Year** $ 6,625,378.00
6. **SSBG Expenditures Planned for Current Year** $ 7,254,836.00
7. **TANF Funds Transferred into SSBG** _____
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

9. SSBG Carryover Funding from the Previous Year: YES ○ NO ◉

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

II. Administrative Operations

1. **Administering Agency** NH Department of Health and Human Services

2. **Location** 129 Pleasant Street, Concord, NH 03301

3. **Mission/Goals of Agency**

To join communities and families in providing opportunities for citizens to achieve health and independence.

To meet the health needs of New Hampshire citizens: The Department of Health and Human Services recognizes its responsibility to improve access to health care, to ensure its quality and to control costs through improved purchasing, planning and organization of health care services. The Department will work to prevent disease and to protect and improve the health and safety of all citizens through regulatory and health promotion efforts.

To meet the basic human needs of New Hampshire citizens: The Department has a responsibility to provide financial, medical and emergency assistance and employment support services to those in need, in order to assist individuals in reaching self-sufficiency.

To provide treatment and support services to those who have unique needs including disabilities, mental illness, special health care needs or substance abuse problems: The Department has a responsibility to ensure access to quality community-based services for eligible individuals.

4. **Description of Financial Operations Systems**

The State's cost allocation plan is described in detail in its Public Assistance Cost Allocation Plan (PACAP), which is certified each year by the Commissioner of the Department of Health and Human Services (DHHS) and then approved by the Federal Government. The Department utilizes a system of Job Numbers that are designed to capture costs by program. This is done using one of the following methodologies:

People - allocation of costs based on filled positions
Time - allocation of costs based on the measurement of time
Transaction - allocation of costs based on quantifiable data

As described above, the State uses a job number system that allocates costs to programs either by people, Time, or Transaction. This method is certified by the Commissioner of DHHS and is updated annually for the US Department of Health and Human 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.

The Department's divisions submit a request for use of SSBG funds for programmatic activities based on needs and priorities of each division with respect to the overall goals and mission of the Department. These requests are incorporated into the state's SSBG application. Upon notice of award, the department will review the divisional requests to determine the use of the funds - based on historical data and programmatic need.

2. Describe the Characteristics of Individuals to be Served

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

"Child" is defined as any individual who has not reached his/her 18th birthday.

"Adult" is defined as any person 18 years of age or older.

"Family" means one or more children or adults who are related by blood, marriage or adoption who reside in the same household.

Office of Legal & Regulatory Services (OLRS) - individuals living in residential group homes & institutions through age 20.

The Bureau of Elderly & Adult Services (BEAS) - older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a services. Income eligibility is based on the total amount of all sources of income, regardless of source.

The Division for Children, Youth and Families (DCYF) - family or child regardless of individual or family income.

Bureau for Family Centered Services (BFCS) - provided to any adult (age 18 to 21 years), family or child (age 0 to

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 Notice of the Social Services Block Grant (SSBG) was made on NH DHHS website, Monday, August 15, 2022. Copies of the proposed application were available via the the link on the DHHS website and by request made through email to courtney.m.drouin@dhhs.nh.gov, by phone at (603) 271-4488, or at the Division of Long Term Services and Supports, Bureau for Family Centered Services, 129 Pleasant St., Thayer Building, Concord, NH 03301. A notice of Public Hearing was published in the NH Union Leader (Appendix xxx), August 15, 2022. This is considered the only statewide newspaper. Accommodations for communication access such as interpreters, CART (captioning), assistive listening devices, or other auxiliary aids and/or services, were made available by contacting DHHS in advance. On Tuesday, August 16, 2022, 2:00 pm, a public hearing was held as an opportunity to offer input on the plan for the use of funds during 2023. The period for public comment was August 16 to August 30, 2022.

IV. Program Operations

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

1. Program Operations – Adoption Services

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

2. Program Operations – Case Management Services

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

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

Achieving or maintaining self-sufficiency, including reduction or prevention of dependency - The Bureau of Elderly and Adult Services (BEAS) Support individuals to remain in their own homes and to achieve or maintain self-sufficiency; help prevent unnecessary institutionalization; and/or prevent abuse, neglect, self-neglect, and exploitation of older adults and adults living with disabilities or chronic illnesses (BEAS)

Preventing or reducing inappropriate institutional care by providing community-based care, home-based

c. Description of Services

BEAS - Meets an eligible individual's needs for supervision, personal care, health and safety, nursing care, dietary services, recreational activities, and social services, in a licensed adult medical day program.

d. Description of Recipients (eligibility considerations)

Services funded by SSBG are provided in the home to older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a services. The income eligibility is based on the total amount of all sources of income, regardless of source. For calendar year 2022, an individual whose income does not exceed $1,391.80 per month is eligible for services. The income of an individual's spouse is treated separately in determining eligibility. Certain services may be provided under the Adult Protection Program without regard

e. Method of Delivery and Geographic Area

Direct/Purchased - Statewide

f. Partnering State Agency

New Hampshire Department of Health & Human Services - Bureau of Elderly & Adult Services - State Unit of Aging

g. Subgrantee / Service Providers

Community Based Organizations - Adult Day Care Providers

6. Program Operations – Day Care Services – Children

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

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) S
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
c. Description of Services
d. Description of Recipients (eligibility considerations)
e. Method of Delivery and Geographic Area
f. Partnering State Agency
g. Subgrantee / Service Providers

11. Program Operations – Foster Care Services for Children

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

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

Achieving or maintaining self-sufficiency, including reduction or prevention of dependency - The Bureau of Elderly and Adult Services (BEAS) support individuals to remain in their own homes and to achieve or maintain self-sufficiency; help prevent unnecessary institutionalization; and/or prevent abuse, neglect, self-neglect, and exploitation of older adults and adults living with disabilities or chronic illness. (BEAS)

Preventing or reducing inappropriate institutional care by providing community-based care, home-based

c. Description of Services

Homemaker Services are provided through licensed home health agencies. This is a non-hands-on care service that supports the individual in maintaining well-being in the home. Assistance is provided with light housekeeping, laundry, meal preparation, shopping and other errands, as well as helping the individual prepare for bathing, grooming, dressing and taking medications. Essential Services including chore, emergency support, respite care and Personal Emergency Response Systems). Supports an individual's independence and promotes safety and well-being. Services may include home maintenance, heavy

d. Description of Recipients (eligibility considerations)

Services funded by SSBG are provided in the home to older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a service. The income eligibility is based on the total amount of all sources of income, regardless of source. For calendar year 2022, an individual whose income does not exceed $1,391.80 per month is eligible for services. The income of an individual's spouse is treated separately in determining eligibility. Certain services may be provided under the Adult Protection Program without regard

e. Method of Delivery and Geographic Area

Direct/Purchased - Statewide

f. Partnering State Agency

New Hampshire Department of Health & Human Service - Bureau of Elderly & Adult Service - State Unit of Aging

g. Subgrantee / Service Providers

Community Based Organizations - In-home care providers

14. Program Operations – Home Delivered Meals

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

b. SSBG Goal

Achieving or maintaining self-sufficiency, including reduction or prevention of dependency - The Bureau of Elderly and Adult Services (BEAS) support individuals to remain in their own homes and to achieve or maintain self-sufficiency; help prevent unnecessary institutionalization; and/or prevent abuse, neglect, self-neglect, and exploitation of older adults and adults living with disabilities or chronic illness. (BEAS)

Preventing or reducing inappropriate institutional care by providing community-based care, home-based

c. Description of Services

Home delivered meals are provided through contracts with social service agencies and meet the same nutritional requirements as Title III Older Americans Act home-delivered meals. Meets a portion of an eligible individual's daily nutritional needs.

d. Description of Recipients (eligibility considerations)

Services funded by SSBG are provided in the home to older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a service. The income eligibility is based on the total amount of all sources of income, regardless of source. An individual must be considered to be homebound (unable to leave his/her home without assistance) in order to receive this service.

e. Method of Delivery and Geographic Area

Direct/Purchased - Statewide

f. Partnering State Agency

New Hampshire Department of Health & Human Services - Bureau of Elderly & Adult Services - State Unit of Aging

g. Subgrantee / Service Providers

Community Based Organizations - Nutrition Network & Meals of Wheels 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

Achieving or maintaining self-sufficiency, including reduction or prevention of dependency -
The Bureau of Elderly and Adult Services (BEAS) support individuals to remain in their own homes and to achieve or maintain self-sufficiency; help prevent unnecessary institutionalization; and/or prevent abuse, neglect, self-neglect, and exploitation of older adults and adults living with disabilities or chronic illness.
The Division for Children, Youth and Families (DCYF) provides family support activities designed to enable families to use other resources and opportunities available in their community.

c. Description of Services

BEAS - New Hampshire's No Wrong Door System of Access for Long Term Services and Supports (NWD), known as NHCarePath, services people of all ages and income levels. New Hampshire's Aging and Disability Resource Centers, known as the ServiceLink are the lead partner in the state's NWD efforts.
ServiceLink resource centers are located in each county of New Hampshire, connecting individuals to information, assistance, or care that meets their individualized needs. ServiceLink's primary function is to assist individuals, using a person-centered approach, in exploring options and evaluating the pros and cons

d. Description of Recipients (eligibility considerations)

BEAS - Services funded by SSBG are provided in the home to older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a service. The income eligibility is based on the total amount of all sources of income, regardless of source. For calendar year 2022, an individual whose income does not exceed $1,391.80 per month is eligible for services. The income of an individual's spouse is treated separately in determining eligibility. Certain services may be provided under the Adult Protection Program without regard

e. Method of Delivery and Geographic Area

BEAS - Direct/Purchased - Statewide Aging & Disability Resource Center Network

DCYF - Family Resource Centers (FRCs) provide coverage to the entire state. NH Children's Trust is the facilitating organization, which provides the contract oversight and technical assistance to the statewide network of Family Resource Centers. FRCs provide the services to the recipients listed above.

f. Partnering State Agency

BEAS - New Hampshire Department of Health & Human Services - Bureau of Elderly & Adult Services - State Unit of Aging

DCYF - Division of Economic and Housing Stability. DEHS oversees the larger contract with the NH Children's Trust. DCYF provides support to this contract through SSBG and other federal grant funds.

g. Subgrantee / Service Providers

BEAS - Community Based Organizations - Fiscal Management Agencies

DCYF - Delivery structured explained above.

18. Program Operations – Legal Services

a. Service Category (use uniform definition) – Legal Services

b. SSBG Goal

Achieving or maintaining self-sufficiency, including reduction or prevention of dependency -
The Bureau of Elderly and Adult Services (BEAS) support individuals to remain in their own homes and to achieve or maintain self-sufficiency; help prevent unnecessary institutionalization; and/or prevent abuse, neglect, self-neglect, and exploitation of older adults and adults living with disabilities or chronic illness.

Preventing or reducing inappropriate institutional care by providing community-based care, home-based

c. Description of Services

BEAS - Guardianships and legal expenses associated with guardianship representation involving vulnerable adults.

DCYF - provides legal representation to DCYF staff for court cases on behalf of children for whom there is a substantiated case of abuse or neglect, or for Termination of Parental Rights. This is done to assure support to the professional legal counsel in order to minimize further litigation and to assure that individual rights

d. Description of Recipients (eligibility considerations)

BEAS - Services funded by SSBG are provided in the home to older adults, ages 60 and older and adults with disabilities or chronic illnesses, ages 18 and over whom: (1) meet income guidelines and (2) have a demonstrated need for a service. The income eligibility is based on the total amount of all sources of income, regardless of source. For calendar year 2022, an individual whose income does not exceed $1,391.80 per month is eligible for services. The income of an individual's spouse is treated separately in determining eligibility. Certain services may be provided under the Adult Protection Program without regard

e. Method of Delivery and Geographic Area

BEAS - Purchased/Direct - Statewide Support

DCYF - DCYF serves families statewide. Legal Services are provided to DCYF staff through staff attorneys and legal supervisors assigned to DCYF District Offices that cover the entire state.

f. Partnering State Agency

BEAS - New Hampshire Department of Health & Human Services - Bureau of Elderly & Adult Services - State Unit of Aging.

DCYF - The DCYF Legal Director is housed within the Attorney General's office to ensure collaboration and connectivity between the agencies.

g. Subgrantee / Service Providers

BEAS - New Hampshire Legal Assistance

DCYF - n/a

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
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

22. Program Operations – Protective Services for Children

a. Service Category (use uniform definition) – Protective Services for Children
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

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

Preventing or reducing inappropriate institutional care by providing community-based care, home-based care, or other forms of less intensive care

c. Description of Services

The Bureau for Family Centered Services (BFCS) provides family support services to assist families in caring for individuals with disabilities within the community including, but not limited to Partners in Health (PIH). This family support program provides activities designed to alleviate stress and promote parental competencies and behaviors, which increase the ability of families to successfully navigate the complexities of the systems that serve their children with chronic health conditions. Resources, recreational & respite opportunities, and supportive networks in the community enhance the lives of children & youth with special

d. Description of Recipients (eligibility considerations)

Under the authorities of BDS, family support services are available to children under the age of two who are eligible for family-centered early supports and services, OR individuals age 3 or older, who have a developmental disability or acquired brain disorder. BFCS ensures access to Family Support for Children with Chronic Health Conditions under the Partners in Health program. Children with chronic health conditions living in NH communities can receive these services and are eligible from birth until their twenty-first birthday regardless of income, when the condition:

e. Method of Delivery and Geographic Area

Family support is provided statewide through 10 regional contracts with community-based providers (aka lead agencies).

f. Partnering State Agency

DLTSS- Bureau of Developmental Services and Bureau of Elderly & Adult Services
Division for Children Youth & Families
Division of Economic & Housing Supports-Bureau of Child Development & Head Start Collaboration
Division of Public Health Services, Maternal & Child Health Section

g. Subgrantee / Service Providers

Area Agency of Greater Nashua, Inc. d/b/a Gateways Community Services
Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners
Community Crossroads, Inc.
Monadnock Developmental Services, Inc.
New Hampshire Coalition for Citizens with Disabilities Inc., d/b/a Parent Information Center
VNA Home Health and Hospice Services, Inc.

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	
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	

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

Achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency - The Office of Legal and Regulatory Services (OLRS) licenses child day care programs used by all families, including families receiving funds through the Child Care Development Block Grant. By ensuring license child care programs are providing safe and healthy environments for children, families are able to maintain employment. (OLRS)

Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own

c. Description of Services

The Office of Legal and Regulatory Services (OLRS) licenses child day care programs used by all families, including families receiving funds through the Child Care Development Block Grant. By ensuring license child care programs are providing safe and healthy environments for children, families are able to maintain employment. OLRS activities reduce health and safety risks to children who are in out-of-home settings, including children in residential group home and institution placements under the supervision of the Division of Children, Youth and Families. This is accomplished through licensing, monitoring, consulting, and

d. Description of Recipients (eligibility considerations)

Under RSA 170-E:2, II, a child is defined as any person under 18 years of age, and CCLU licenses child day care programs from 6 weeks through age 17 years. There are no income guidelines.
Under RSA 170-E:25, I a child is defined as any person under 21 years of age. CCLU licenses residential group homes and institutions through age 20. There are no income guidelines.

e. Method of Delivery and Geographic Area

The Office of Legal and Regulatory Services (OLRS) provides services statewide.

f. Partnering State Agency

Division of Housing Support & Economic Stability - Bureau of Child Development & Head Start Collaboration

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

Appendix F: TANF ACF-196R form
Scanned copy must be uploaded with the Intended Use Plan