

**GOVERNMENT OF THE VIRGIN ISLANDS OF UNITED STATES**

**DEPARTMENT OF HUMAN SERVICES**

**SOCIAL SERVICES BLOCK GRANT**

CONTINUATION GRANT PROPOSAL

FISCAL YEAR 2020

OCTOBER 1, 2019 - SEPTEMBER 30, 2020



**Kimberley Causey-Gomez**

COMMISSIONER DESIGNEE

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## INTRODUCTION

Title XX of the Social Security Act provides states with federal funds for social services. In 1981, Congress amended Title XX, making it a Social Services Block Grant (SBBG), thereby giving states consideration flexibility in the use of the federal dollars. Under the Act, states are required to make an annual report to the Secretary, Department of Health and Human Services (DHHS), on the intended use of Title XX funds. The Pre-Expenditure Report must satisfy the statutory requirements of the Act by relating:

- a. The intended use of the Title XX funds;
- b. Information on the type of activities to be supported; and
- c. Information on the categories or characteristics of persons to be served

The Pre- Expenditure Reports fulfill the statutory requirements of Title XX of the Social Security Act and regulatory requirements at 45 CFR Section 96.10 (1981).

Services will be offered to help clients reach one or more of the five federal goals which have been identified by Congress for Title XX:

The Virgin Islands Department of Human Services SSBG -funded services will be directed toward one or more of the following goals:

- I. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency.
- II. Achieve or maintained self-sufficiency including reduction or prevention or dependency.
- III. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitating or, reuniting families.
- IV. Preventing or reducing inappropriate institutional care by providing for community- based care, home-based care, or other forms of less intensive care.
- V. Securing referral or admission for institution care when other forms of care are not appropriate or providing services to individuals in institutions.

The goals of DHS, and the five federal SSBG are very much aligned, particularly in the areas of achieving or maintain economic self-support to prevent, reduce, or eliminate dependency and preventing and remedying neglect, abuse, or exploitation of children and adults unable to protect their own interest or preserving, or reunifying families.

For the past thirty (30) years, SSBG funds have been used by the Virgin Islands Department of Human Services (DHS) to supplement, expand, and strengthen traditional services to families, children, and adult individuals in need. The services provided through the federal grant program continue to be a valuable safety net for the residents who experience some form of financial, familial, social, or health related crisis.

Since the two category five (5) hurricanes Erma and Maria in September of 2017 the department has seen a tremendous need for some of the program on the SSBG. Many residents are requesting home delivered meals and home maker services. Some families are caring for their loved one at home but need assistance while they are working.

The Kids Count Data Book suggests some startling data regarding the Virgin Islands economic recovery. The

2016 publication indicates, while data shows improvements in child health and education, more families are struggling to make ends meet, and a growing number of kids live in poverty.

With regard to older adults, the data presented herein substantiate the need for continued services and programs that address this and other vulnerable populations. This comes as a poignant concern based on two emergent issues. First, as the “baby boomer” population continues to age and the desire is to maintain persons in the community as long as possible, the need for services and related interventions are expected to increase; and second, as the life expectancy continues to increase, the need for specialized supportive services, such as meals on wheels, Alzheimer’s care and home health services continues to emerge as a growing need.

### **I. State/Federal Fiscal Year covered in Pre-Expenditure Plan**

The Pre-Expenditure Plan covers the Federal Fiscal Year 2020 beginning October 1, 2019 and ending September 30, 2020.

In accordance with Section 501 of PL95-134 of the Omnibus Territories Act as amended, 48 USC 1469, the Virgin Islands Department of Human Services is submitting a continuation grant proposal to the U.S. Department of Health and Human Services for consolidation of the following grants under the Consolidated Block Grant.

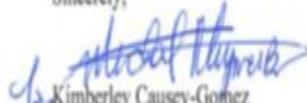
The Department of Human Services, in accordance with the United States Virgin Islands Government Reorganization Act of 1987, Act No. 5265, Title II, Section 432, is the designated state agency for the consolidated grant awards.

Lynwood McDaniel, MPP, EdS  
Division of Social Services (DSS)  
August 30, 2019  
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The Grant Administrator for SSBG is:  
Ms. Shelley VanBeverhoudt  
Department of Human Services  
1303 Hospital Ground Suite 1  
St. Thomas Virgin Islands 00802  
Telephone: (340) 774- 0930 ext. 4114 Email: [Shelley.VanBeverhoudt@dhs.vi.gov](mailto:Shelley.VanBeverhoudt@dhs.vi.gov)

If you have any questions regarding this report, please contact  
Shelley.VanBeverhoudt@dhs.vi.gov or [Michal.Rhymer-Browne@dhs.vi.gov](mailto:Michal.Rhymer-Browne@dhs.vi.gov)

Sincerely,

  
for Kimberley Causey-Gomez  
Commissioner Designee

Cc: Michal Rhymer-Browne  
Assistant Commissioner

Shelley Van Beverhoudt  
SSBG Grant Administrator

As required for Title XX Social Services Block Grant, the Virgin Islands made the Intended Use Plan and Pre- Expenditure Report available for public inspection and comment. The Virgin Islands Department of Human Services followed the procedures for posting the report for public inspection. The Legislative and Community Service placed the document on the department's Facebook site: facebook.com/usvidhs/ notifying Virgin Islanders of the posting.

Comments and feedback on this Report/Plan may be submitted to Shelly Van Beverhoudt via email at [Shelley.VanBeverhoudt@dhs.vi.gov](mailto:Shelley.VanBeverhoudt@dhs.vi.gov) or Department of Human Services, 1303 Hospital Ground Suite 1, St. Thomas, Virgin Islands 00802. Comments/Feedback are accepted until August 30, 2019, at 5pm Eastern Standard Time.

A copy public notice will be included in the Final Report/Plan.

#### **IV. Narrative:**

##### **A. Administrative Operations**

The Virgin Islands Department of Human Services (DHS) is second the largest department of the Government of Virgin Islands (GVI), with 722 filled positions which include (General and Federal Funds) with the task of providing services territorially through twelve (12) divisions (Disabilities and Rehabilitation Services; Child Care and Regulatory Services; Family Assistance Services; Senior Citizen Affairs; Office of Intake and Emergency Services; Residential Services; Children and Family Services; Juvenile Justice Services; Preschool Services; Fiscal Management, Maintenance, Transportation and Capital Projects and Human Resources and Labor Relations). Each division has an administrator that report to an Assistant Commissioner who reports to the Commissioner. The programs are distributed between the two district St. Thomas/St. John and St. Croix.

Pursuant to Title 34 of the Virgin Islands Code (VIC) the department is designated as the State Agency to establish, administer, coordinate and supervise all publicly financed social services programs. Services are provided to the children, youths, disabled, elderly, low-income adults and families who meet the eligibility requirements of the various programs. In accordance with Title 5, Section 2536 of the Virgin Islands Code, DHS is mandated to serve as the authorized agency for the protection and care of abused and neglected children.

The department's mission is to provide social services to enhance the quality of life for individuals and families with diverse needs; and as such provide services to persons ranging in age from infants to the elderly while serving as the territory's "safety net" for the provision of social and financial services for those most in need.

The department's SSBG grant administration occurs within the Office of the Commissioner. The Assistant Commissioners, Chief Financial Officer, Director of Fiscal Affairs and SSBG Grant Administrator, coordinate the programmatic and fiscal management and monitoring across the Department. Monitoring at the individual service level is conducted throughout the Department by the service area's respective program administrator(s). DHS Office of Fiscal Management (OFM) works closely with all program managers to ensure fiscal management of the grant. Also, OFM works with all the divisions and the Department of Property and Procurement in obtaining all contracted services and other goods.

The Governor designated the Virgins Islands Department of Human Services (DHS) to administer the Title XX Social Services Block Grant on behalf of Virgin Islands. The agency is responsible for ensuring that services and expenditures are allowable and in compliance with the federal and state requirements. Towards that end, the Department has adopted five guiding principles and performance outcomes. The following guiding principles measures focus on supporting individuals:

- Treat clients with dignity and respect;
- Deliver services that are individualized, family centered, easily accessible, and preventive, independence;
- Value and support staff as a critical connection to the client;
- Engage stakeholders, providers, and clients in a collaborative partnership that continuously seek excellence in service design and delivery;
- Align systems, actions and values toward a common vision.

The *Federal Uniform Definitions of Services* is a listing of the 29 titles of services that are required to be used for the purpose of reporting SSBG expenditures annually to the Federal Government. These services are defined in 45 CFR, Part 96, Appendix A of the Code of Federal Regulations. The 29 titles are listed below.

Federal Uniform Definitions of Services Titles

- |   |   |
|---|---|
| <u>1.</u> Adoption Services                             | 17. Information and Referral  |
| <u>2.</u> Case Management Services                      | 18. Legal Services  |
| <u>3.</u> Congregate Meals                              | 19. Pregnancy and Parenting Services for Young Parents                                      |
| <u>4.</u> Counseling Services                           | 20. Prevention and Intervention Services  |
| <u>5.</u> Day Care Services - Adults                    | 21. Protective Services for Adults  |
| <u>6.</u> Day Care Services - Children                  | 22. Protective Services for Children  |
| <u>7.</u> Education and Training Services               | 23. Recreational Services   |
| <u>8.</u> Employment Services                           | 24. Residential Treatment Services  |
| <u>9.</u> Family Planning Services                      | 25. Special Services for Persons with Developmental or Physical Disabilities                |
| <u>10.</u> Foster Care Services for Adults              | 26. Special Services for Youth Involved in or At Risk of Involvement with Criminal Activity |
| <u>11.</u> Foster Care Services for Children            | 27. Substance Abuse Services  |
| <u>12.</u> Health Related and Home Health Services      | 28. Transportation Services   |
| <u>13.</u> Home Based Services                          | 29. Other Services  |
| <u>14.</u> Home Delivered Meals                         |   |
| <u>15.</u> Housing Services                             |   |
| <u>16.</u> Independent and Transitional Living Services |   |

The report reflects how funds were received for 2018 Title XX Block Grant program year was used and explains how social services were provided. Additionally, the report includes program goals descriptions of the services that were provided and the categories of characteristic of individual that were served. Title XX SSBG prohibits the use of funds for the following services or activities:

- Cash payments to clients;
- Provision of room and board (other than costs during rehabilitation, room and board provided for a short time as an integral but subordinate part of a social service or temporary emergency shelter provided as a protective service);
- Purchase or improvement of land or building;

- Payment of wages of any individual as a social service;
- Provision of medical care (except for family planning and rehabilitation services) unless the medical care is an integral but subordinate part of an approved social service;
- Social services provided in and by employees of a hospital, nursing facility, or prison;
- Provision of any educational services which the state makes available to its residents;
- Childcare services unless such services meet applicable standards of state and local and;
- Any item or services (other than emergency item or service) furnished by an individual or entity excluded from participation in the program, or at the medical direction or on the prescription of a physician during the period the physician is excluded from participation in the program.

As required by 45 CFR 96.74, each state must use uniform definitions of services when submitting data required in the annual report. The federal definitions are contained in Program Section of this document.

The Plan may be revised throughout the year as necessary to reflect substantial changes in the activities provided that affect the overall intent of the Plan. Any substantive revisions will be made available for public review and comment from interested persons and federal and public agencies.

Service needs and program decisions may make it necessary to add services or make changes in eligibility, geographic and service availability, or the target group to which the service may be directed. These changes may be made in the DHS' contracting process or direct service-delivery process without modifying the Plan.

## **B. Fiscal Operations**

### **1) Description of Criteria for Distribution**

The Department of Human Services allocates funds to programs based on the initial intended usage described in this report. However, monthly financial reports are reviewed with programmatic data to determine existing areas of greater needs. Realignments of funds are subsequently made in accordance with the respective findings.

### **2) Distribution and Use of Funds**

In accordance with those services described in this Intended Use Plan, DHS' distribution and use of funds in each general category is as follows:

- Senior Citizens Affairs
- Residential Treatment
- Children & Family Services
- Juvenile Justice
- Emergency Services - LIHEAP
- Intake and Emergency Services
- Development Disabilities Council

### **3.) Description of Financial Operations System**

DHS utilizes the Tyler Munis Enterprise Resource Planning (ERP) as the official record of the Government of the Virgin Islands (GVI). All transactions are conducted within the ERP system. Additionally, a check and balance system are in place which guarantees transparency and accountability of funding. GVI maintains Federal Audit compliance with an annual A-133 Single Audit.

**C. Program Operations**

The Virgin Islands Department of Human Services provides services in accordance to the five Statutory Goals. The activities relate to the services categories as defined in the Appendix A to Part 96 Uniforms Definition of Services.

<b>Virgin Islands Department of Human Services Activities Uniformed Definition of Services</b>	
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 4</b></p> <p><b>Service Category:</b> Meal on Wheels</p>	<p><b>Uniform Definition of Services # 14</b></p> <p>Home Delivered Meals are those services or activities designed to prepare and deliver one or more meals a day to an individual(s) residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.</p> <p><b>Description</b> Supplement nutrition meals is provided to adults to help prevent or reduce inappropriate institutionalization. Services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.</p> <p><b>Service:</b> Meals are prepared and delivered to the client’s residence.</p> <p><b>Eligibility:</b> Eligibility is based on age (18+) income, financial resources, need as determined by the Client Assessment Form for the purpose of this service. Adult is defined as a “person aged 18 or older or an emancipated minor.”</p>



<p><b>Federal Definition Service</b></p> <p><b>Goal(s): 4</b></p> <p><b>Service Category:</b> Home Maker Services</p>	<p><b>Uniform Definition of Services # 13</b></p> <p>Home Based Services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services. Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.</p> <p><b>Description:</b></p> <p>Attendant services are provided to individuals with physical disabilities who are mental component and able to supervise their attendance or have someone who can provide the attendants' supervision. Attendant service assists the client to be able to function independently in the community.</p> <p><b>Service:</b> The services may include the following; personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, and general household management.</p> <p><b>Eligibility:</b></p> <p>Eligibility is based on age (18+) Physician statement verifying the individual has a current medical need for assistance with personal care task and the other activities of daily living. The client must need assistance with at least one personal care task, be mentally and emotionally capable of self-directing attendant care and reside in the geographic area described in the agreement.</p>
<p><b>Federal Definition Service</b></p> <p><b>Goal(s): 3 Agency Service</b></p> <p><b>Name:</b> Child Protective Services</p>	<p><b>Uniform Definition of Services # 22</b></p> <p>Protective Services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child and the family; assessment/ evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.</p> <p><b>Description:</b> The Office of Intake and Emergency Services (OIES) is the centralized point of intake for the entire state for abuse, neglect, and/or exploitation. It operates twenty-four hours a day, and seven days a week. The office screens, and investigates approximately 60 referrals, inquiries and reports of alleged abuse and neglect. Additionally, the Office provides Emergency Welfare Services and Family Preservation Assistance to individuals and families who are at-risk or who need</p>

	<p>emergency services. Backgrounds checks are performed for child abuse/neglect within the Virgins Islands and other US jurisdictions. OIES goal is to prevent abuse to children therefore, presentations are regularly made on child abuse/neglect to the community and our stakeholders.</p> <p><b>Service:</b> The services include 24 hours a day, seven days a week for receipt of suspected reports of abuse, neglect and exploitation, crisis intervention, transport clients to the hospital, home visits, referrals to community resources and work closely with law enforcement.</p> <p><b>Eligibility:</b> Eligible clients include children under age 18 who are believed to be victims of abuse or neglected or risk of abuse or neglect by a person who is a member of the child's family or household and is responsible for the child care custody or welfare, as defined by the Virgin Islands Family Children's code. Client eligible is determined without regard to income and is based on the need for protection from abuse, neglect or exploitation.</p> <p>Child is defined as person less than 18 years of age.</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 4</b></p> <p><b>Agency Service Name:</b> Family Preservation Children and Family Service</p>	<p><b>Uniform Definition of Services # 20</b></p> <p>Prevention and Intervention Services are those services or activities designed to provide early identification and/or timely intervention to support families and prevent or ameliorate the consequences of, abuse, neglect, or family violence, or to assist in making arrangement for alternate placements or living arrangements where necessary. Such services may also be provided to prevent the removal of a child or adult from the home. Component services and activities may include investigation; assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation.</p> <p><b>Description:</b> Family Preservation Services (FPS) is an intensive home-based service designed to meet the specific needs of individual families whose children are at imminent risk of an out of home placement. FPS assist families in crisis by improving parenting and family functions while keeping children safe.</p> <p><b>Services:</b> Crisis intervention, parenting skills, anger management, household management, budgeting, shopping, counseling, time management, social worker frequent visits to the home, (announced and unannounced) and access to community resource. Services available include prevention, through a third party, that offers therapy, group counseling, crisis intervention, and case management; probationary services which include monitoring by Juvenile Justice(JJ) social workers for compliance with court ordered mandates, as well as support and service referrals for familial and educational needs.</p> <p><b>Eligibility:</b> Eligible clients include children under age 18 who are believed to be at imminent risk of being removed from their homes.</p> <p>Child is defined as person less than 18 years of age.</p>

<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 4</b></p> <p><b>Agency Service Name:</b> Residential Services</p>	<p><b>Uniform Definition of Services # 24</b></p> <p>Residential Treatment services provide short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities. Component services and activities may include diagnosis and psychological evaluation; alcohol and drug detoxification services; individual, family, and group therapy and counseling; remedial education and GED preparation; vocational or pre-vocational training; training in activities of daily living; supervised recreational and social activities; case management; transportation; and referral to and utilization of other services.</p> <p><b>Description:</b> Residential treatment services provide short-term residential care and comprehensive treatment and services for children or adults whose problems are so severe or are such that they cannot be cared for at home or in foster care and need the specialized services provided by specialized facilities.</p> <p><b>Services:</b> Services provided are diagnosis, psychological evaluation, vocational training, individual, family, and group therapy and counseling. General Education Development preparation; vocational or pre-vocational training. Personal care, home management, 24-hour supervision, socialization recreational activities and transportation assistance.</p> <p><b>Eligibility:</b> Child is defined as person less than 18 years of age. Eligibility is based on age (18+), Adult is defined as “a person aged 18 or older.</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 3</b></p> <p><b>Agency Service Name:</b> Case Management</p>	<p><b>Uniform Definition of Services # 2</b></p> <p>Case Management Services, which are services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. Component services and activities may include individual service plan development, counseling, monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients’ rights are protected.</p> <p>Counseling Services, which are services or activities that apply therapeutic processes to personal, family, situational, or occupational problems in order to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Individual, family, and group therapy focused on the reduction or elimination of symptoms and increasing the individual or family’s ability to perform activities of daily living.</p> <p>Areas of concerns may include:</p> <ol style="list-style-type: none"> <li>a. Family and marital relationships;</li> <li>b. Abuse and neglect issues related to child and/o adult;</li> <li>c. Parent-child problems or;</li> <li>d. Substance use when in conjunction with a serious mental illness.</li> </ol> <p><b>Description:</b> Case management services are provided to the clients.</p> <p><b>Service:</b> Individual, family and group therapy, case management services, assessment of client needs, referral to community resources, service plan, follow up, monitoring of the client and service delivery.</p>

	<p><b>Eligibility:</b> There are no formal eligibility requirements.</p> <p>Child is defined as an individual who is at least three years of age; but younger than 13 of age.</p> <p>Adolescent is defined as an individual who is least 13 years of age but younger than 18 years of age. Youth is, and adolescent are used interchangeable. Family member is defined as any person who an individual identifies as being a member of their family.</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 5</b></p> <p><b>Agency Service Name:</b> Child Care Services</p>	<p><b>Uniform Definition of Services # 6</b></p> <p>Day Care Services for children (including infants, preschooler's, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day. Component children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of childcare homes and facilities.</p> <p><b>Description:</b> Child Care Services are purchased for eligible children to enable their parents to work or to attend education and training. The program is supported by Title XX and Child Care Development Fund.</p> <p><b>Service:</b> Recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of childcare homes and facilities.</p> <p><b>Eligibility:</b> Eligibility is limited to children under 13 years of age with the exception of children age 13 who have disabilities. Child is defined as an individual who is at least three years of age; but younger than 13 of age.</p>
<p><b>Federal Definition:</b></p> <p><b>Service Goal(s): 2</b></p> <p><b>Agency Service Name:</b> Transportation Services</p>	<p><b>Uniform Definition of Services # 28</b></p> <p>Transportation Services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.</p> <p><b>Description:</b> Services are provided to meet the needs of individual clients, in centers that provide a protective setting during the day.</p> <p><b>Service:</b> These are the services provided: transportation, nutritional meals, activities, information and referral.</p> <p><b>Eligibility:</b> Eligibility is based on age (18 and above). Adult is defined as a person aged 18 and above.</p>

<p><b>Federal Definition:</b></p> <p><b>Service Goal(s): 2</b></p> <p><b>Agency Service Name:</b> Social Recreation</p>	<p><b>Uniform Definition of Services # 23</b></p> <p>Description: Recreational Services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.</p> <p><b>Service:</b> Activities included are transportation, breakfast, lunch, activities, personal needs, shopping, presentations, and wellness activities.</p> <p><b>Eligibility:</b> Services are provided to adults age 60 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults. For purposes of this service: "Adult" is defined as "a person aged 18 or older."</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 1</b></p> <p><b>Agency Service Name:</b> Information and Referral</p>	<p><b>Uniform Definition of Services #17</b></p> <p>Information and Referral Services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.</p> <p><b>Description:</b> Information and referral services are activities designed to provide information about services to public and private service providers. At times a brief assessment of client needs is required.</p> <p><b>Service:</b> An adult or youth can contact the department regarding any concerns that they may need. Assistance will be provided by referring them to an internal division or a community resource. Activities included are but not limited to any one program.</p> <p><b>Eligibility:</b> Services are provided to adults age 18 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults. For purposes of this service: Adult is defined as a person aged 18 or older. "Youth" is defined as "a person over 13 years old."</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 1</b></p> <p><b>Agency Service Name:</b> Legal Services</p>	<p><b>Uniform Definition of Services # 18</b></p> <p>Legal Services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.</p> <p><b>Description:</b> Legal Services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals. These services are provided through a referral to a community base program for persons with a low income.</p> <p><b>Service:</b> The services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.</p>

	<b>Eligibility:</b> Eligibility is based on age (18 and above). Adult is defined as a person aged 18 and above.
<b>Federal Definition</b>	<b>Uniform Definition of Services # 3</b>
<b>Service Goal(s): 4</b>	Congregate Meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas to prevent
<b>Agency Service Name:</b> Congregate Meals	institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.
	<b>Description:</b> Service are provided to eligible adults who are functionally limited in the performance of daily activities.
	<b>Service:</b> Personal Care Meal Preparation Performance of household task
	<b>Eligibility:</b> Eligibility is based on age (18+) income, financial resources, need as determined by the Client Assessment Form for the purpose of this service.
<b>Federal Definition</b>	<b>Uniform Definition of Services Special Services for Persons with Developmental or Physical Disabilities, or Persons with Visual or Auditory Impairments # 25</b>
<b>Service Goal(s):2</b>	Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.
<b>Agency Service Name:</b> Virgin Islands Developmental Disabilities Council	<b>Description:</b> Service are provided to eligible adults who are functionally limited in the performance of daily activities.
	<b>Service:</b> The council advocates and provides training for persons with developmental disabilities and the community at large.
	<b>Eligibility:</b> There is no income requirement and serve persons with a disability. <b>OTHER SERVICES</b>
<b>Federal Definition</b>	<b>Uniform Definition of Services # 29</b>
<b>Service Goal(s): 2</b>	Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report. Other services include:
<b>Agency Service Name:</b>	The mission of LIHEAP is to assist low income households, particularly those with the lowest incomes that pay a high proportion of household income for home energy,

Low Income Home Energy Assistant Program (LIHEAP)	<p>primarily in meeting their immediate home energy needs.</p> <p><b>Description:</b> LIHEAP helps to keep families safe and the healthy by providing financial assistance to qualifying low-income households who require support in paying their home electricity and gas bills.</p> <p><b>Service:</b> The program provides financial assistance is paid up to \$400.00 up to low income families. The program will pay up to \$400 per bill, every other month for eligible households.</p> <p><b>Eligibility:</b> Services are provided to adults age 60 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults.</p> <p>For purposes of this service: “Adult” is defined as “a person aged 18 or older.</p>
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**Uniform Definition of Services # 31**

Administrative Costs (Per SSBG IM-2008 Definition and allowability of direct and administrative costs (published June 15, 2007):

**Statement Description:** The funds received for the Social entirely for Services Block Grant are utilized in their programmatic requirements.

**PRE-EXPENDITURE REPORT: GRANT APPLICATION FISCAL YEAR 2019**

*PRE-EXPENDITURE REPORT: GRANT APPLICATION FISCAL YEAR 2019*

*FISCAL YEAR 2018 REQUEST*

\$ 6,541,116

*PRE-EXPENDITURE REPORT*

*Total Award Request: FY 2016*

\$ 6,541,116

*COMPONENTS AND ACTIVITIES*

*Components*

• *Senior Citizens Services* 2,713,332

• *Children and Family Services* 1,824,858

• Development Disabilities 250,435

• Intake and Emergency Services 893,799

• Family Assistance Program 580,868

• General Administration, Planning & Development, Special Programs 277,824

and Project for Community Needs **\$ 6,541,116**

## ACTIVITIES

The components listed above will include:

Prevention Activities (Information & Referral; General Senior Citizens Activities: Senior Citizens Activities, Socio-Recreational Activities, Children, Youth and Families, Pre-School Services, Developmental Disabilities Council, Low Income Home Energy Assistance, and Caregiver Support).

Protective and Intervention (Senior Citizens Activities, Extended Homemaker Services, Homeless Services, Adult Services, Family Violence Prevention, Children and Family Services, Prevention and Support Services).

Access Service (Central Intake; Senior Citizens Activities; Transportation).

General Administration (Administration, Licensing, Program Development, and Fiscal Operation).

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**PUBLIC INFORMATION SHEET  
CONSOLIDATED GRANT REQUEST UNDER  
THE CONSOLIDATED BLOCK GRANT  
FISCAL YEAR 2020**

In accordance with Section 501 of PL95-134 of the Omnibus Territories Act as amended, 48 USC 1469, the Virgin Islands Department of Human Services is submitting a continuation grant proposal to the U.S. Department of Health and Human Services for consolidation of the following grants under the Consolidated Block Grant.

<b>Administration for Community Living (Aging)</b>	<b>2,713,332</b>
<b>Child Abuse and Neglect</b>	<b>257,805</b>
<b>Child Welfare Services</b>	<b>452,601</b>
<b>Community Services Block Grant</b>	<b>1,114,452</b>
<b>Developmental Disabilities Council</b>	<b>250,435</b>
<b>Family Violence Prevention Services</b>	<b>304,250</b>
<b>Low Income Home Energy Assistance</b>	<b>580,868</b>
<b>Family Preservation</b>	<b>85,000</b>
<b>Family Preservation Caseworker</b>	<b>504,549</b>
<b>Social Services Block Grant</b>	<b>277,824</b>
<b>Total:</b>	<b><u>6,541,116</u></b>

The Department of Human Services, in accordance with the United States Virgin Islands Government Reorganization Act of 1987, Act No. 5265, Title II, Section 432, is the designated state agency for the consolidated grant award. The EIN number for this award is 1-90-000-0059 AL.

## VI. Appendices

### A. Documentation of Public Inspection

#### **PUBLIC NOTICE**

The Virgin Islands Department of Human Services hereby informs the Virgin Islands Community of its intention to submit an application to the United States Department of Health & Human services for a continuation Consolidated Block Grant as Authorized by the Omnibus Territories Act as amended 48 U.S.C. 1469 a. Copies of the Consolidated Block Grant and its intended use of funds for Fiscal Year 2020 under the Consolidated Grant Award will be available to the public for review on Department of Human Services Facebook page: [facebook.com/usvidhs](https://www.facebook.com/usvidhs), at the Department of Human Services, Office of the Commissioner at:

- St. Thomas - Knud Hansen Complex Building, 1303 Hospital Ground, Virgin Islands 00802
- St. John - St. John Multi-Purpose Center,
- St. Croix - 3011 Golden Rock, Christiansted. Virgin Islands 00820; and

*Kimberley Causey-Gomez* /s/

**Kimberley Causey-Gomez**  
**Department of Human Services**

**PUBLIC RESPONSE FORM**  
**SOCIAL SERVICE BLOCK GRANT 2019**

The Department of Human Services invites your comments on the proposed Social Service Block Grant Award under the Consolidated Block Grant for Fiscal Year 2020. A copy of the proposed expenditures for the Fiscal Year 2020 Consolidated Grant Proposal is listed in the application.

Please offer your comments on the sheet provided and Hand-Deliver, Mail or Fax them to:

Kimberley Causey-Gomez  
Commissioner Designee  
Department of Human Services  
Office of the Commissioner  
Knud Hansen Complex  
1303 Hospital Ground, Suite 1  
St. Thomas, VI 00802-6722  
Fax: (340) 774-3466

Kimberley Causey-Gomez  
Commissioner Designee  
Department of Human Services  
Office of the Commissioner  
3011 Golden Rock  
Christiansted  
St. Croix, VI 00820  
Fax: (340) 774-3466

If additional space is needed for your comments, kindly attach additional sheet(s) to the original Response Form as needed.

1. Comments on Consolidation:
2. Comments on Proposed Expenditures for Fiscal Year 2020:
3. Other Comments and/or Suggestions:
- 4.

OPTIONAL: Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

The required public inspection for Title XX Social Service Block Grant was achieved via the following solicitation for public comment published on the DHS Facebook page: [www.facebook.com/usvidhs](http://www.facebook.com/usvidhs)

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