

**Commonwealth of Pennsylvania  
Department of Human Services**

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**HUMAN SERVICES DEVELOPMENT FUND  
INSTRUCTIONS AND REQUIREMENTS**

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**FISCAL YEAR UPDATE  
2021-2022**



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

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## **I. INTRODUCTION**

The Fiscal Year Update contains information pertaining to the 2021-2022 fiscal year including categorical services as established by the Human Services Development Fund (HSDF) program, the state mileage reimbursement rate, audit and monitoring requirements, and the family monthly gross income levels.

## **II. CATEGORICAL SERVICES**

Below is a list of **Allowable and Non-Allowable** categorical services under the HSDF program during fiscal year 2021-2022. Other services may be provided under the HSDF program if approved by the Department of Human Services (Department).

### **ADULT SERVICES PROGRAM**

#### **Allowable Services:**

Adult Day Care; Adult Placement; Chore; Counseling; Employment; Home Delivered Meals; Homemaker; Housing; Information and Referral; Life Skills Education; Protective; Service Planning/Case Management; Transportation; and Other service approved by the Department.

#### **Non-Allowable Services:**

None.

### **AGING PROGRAM**

#### **Allowable Services:**

Adult Day Services; Assessments; Attendant Care; Care Management; Congregate Meals; Counseling; Employment; Home Delivered Meals; Home Support; Information and Referral; Overnight Shelter; Personal Assistance Service; Personal Care; Protective Services; Socialization, Recreation, Education, Health Promotion; Transportation; Volunteer Services; Other service approved by the Department.

#### **Non-Allowable Services:**

Administration; Consumer Reimbursement; Domiciliary Care; Environmental Modifications; Guardianship; Home Health; Legal Assistance; Medical Equipment, Supplies, and Adaptive Devices; Provider Certification; Ombudsman; Outreach.

### **CHILDREN AND YOUTH PROGRAM**

#### **Allowable Services:**

Adoption Services; Counseling/Intervention; Day Care; Day Treatment; Emergency Placement Services; Foster Family Services (except room and board); Homemaker;

Information and Referral; Life Skills Education; Protective (including protection from child abuse and general); Service Planning.

**Non-Allowable Services:**

Administrative; Adoption Assistance; Alternative Treatment; Residential; Juvenile Court Proceeding; Juvenile Detention; Residential; Secure Residential; Subsidized Permanent Legal Custodianship; Supervised Independent Living; Youth Development Center/Youth Forestry Camp.

**DRUG AND ALCOHOL PROGRAM**

**Allowable Services:**

Assistance Program (includes care/case management and intervention); Emergency Housing; Inpatient Treatment (includes detoxification and rehabilitation); Outpatient Treatment (includes detoxification, rehabilitation, and halfway house); Partial Hospitalization; Other Intervention.

**Non-Allowable Services:**

Administrative; Alcohol Highway Safety; Research; Support Services; Training.

**MENTAL HEALTH PROGRAM**

**Allowable Services:**

Adult Developmental Training; Assertive Community Treatment; Community Treatment Teams; Children's Evidence Based Practices (except room and board); Children's Psychosocial Rehabilitation; Employment (except client wages); Residential (except room and board); Community Services; Consumer Driven Services (except client wages, room and board); Facility Based Vocational Rehabilitation (except client wages); Family Based Mental Health; Family Support Services; Mental Health Crisis Intervention Services; Outpatient treatment; Peer Support; Psychiatric Rehabilitation; Social Rehabilitation Services; Targeted Case Management (includes resource coordination and blended case management); Transitional and Community Integration.

**Non-Allowable Services:**

Administrator's Office; Administrative Management; Emergency Mental Health Treatment ; Housing Support; Partial Hospitalization; inpatient treatment; Psychiatric Inpatient Hospitalization; Other Services.

**INTELLECTUAL DISABILITIES (ID) PROGRAM**

**Allowable Services:**

Community Habilitation; Residential (except group homes); Employment (except client wages); Home and Community-Based Services; Pre-Vocational Training; Supports Coordination.

**Non-Allowable Services:**

Administrator's Office; Residential (except group homes); Family Driven Support (certain ID family support services may be funded individually as HSDF specialized services); Respite Care; Specialized Supports; Transportation.

**HOMELESS ASSISTANCE PROGRAM**

**Allowable Services:**

Case Management; Emergency Shelter.

**Non-Allowable Services:**

Bridge Housing; Rental Assistance; PENNFREE Bridge Housing; Other Housing Supports.

**III. STATE MILEAGE REIMBURSEMENT RATE**

Counties and HSDF providers can reimburse staff for HSDF related travel expenditures based on the actual costs of public transportation or the approved state mileage reimbursement rate for personal vehicles. The Commonwealth of Pennsylvania follows the U.S. General Services Administration (GSA) mileage reimbursement rate, which as of January 1, 2021 is \$0.56 cents per mile. GSA reimbursement rates are posted at: <http://www.gsa.gov/portal/content/100715>.

**IV. HSDF AUDIT REQUIREMENTS**

The Department has the authority to require state agencies or their authorized representatives to perform audits for fiscal and/or programmatic compliance if deemed necessary, including audits of actual costs incurred in the HSDF program.

Counties and HSDF providers must maintain sufficient records to justify costs claimed under the HSDF program and provide access to such records to the Commonwealth, state agencies, or their authorized representatives upon request.

**V. HSDF MONITORING REQUIREMENTS**

The Department has the authority to perform fiscal and programmatic monitoring of HSDF funded services, whether directly provided by a county or a county-contracted provider. Department monitoring efforts will be in addition to those of the county and will adhere to the guidelines as set forth in the HSDF Act 1994-78 (Oct. 5, 1994), I&R document, the Fiscal Year

Update document, 55 PA Code Chapter 2050, and other applicable federal, state, and local laws.

In an attempt to better analyze the services provided through the HSDF program, the Department has updated the Income and Expenditure (I&E) reporting structure to identify clients served through “Informational and Educational” programming, including individual hotline calls, community meetings/townhalls, and other educational services (such as presentations at schools) that include participation of 10 or more individuals. This update the I&E reporting structure is intended to distinguish between direct services and services that are more educational/informational in nature.

## **VI. FAMILY MONTHLY GROSS INCOME LEVELS**

The following Family Monthly Gross Income Levels must be used for Adult Services in accordance with 55 PA Code Chapter 2050 and for HSDF Generic and Specialized Services which require the use of Adult Services eligibility criteria.

The income levels are to be used in conjunction with the financial eligibility criteria established in 55 PA Code § 2050.22 for Adult Services funded through the HSDF program.

The income levels are in effect between July 1, 2021 and June 30, 2022.

<b>FAMILY MONTHLY GROSS INCOME LEVELS</b>		
<b>FAMILY SIZE</b>	<b>125%</b>	<b>250%</b>
<b>1</b>	\$1,342	\$2,684
<b>2</b>	\$1,815	\$3,630
<b>3</b>	\$2,288	\$4,575
<b>4</b>	\$2,760	\$5,521
<b>5</b>	\$3,233	\$6,467
<b>6</b>	\$3,706	\$7,413
<b>For each additional family member add:</b>	\$473	\$946

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*\*The monthly gross income levels are based on Federal Poverty Income Guidelines, which are revised annually.*