

Attachment 1

**Instructions for the completion of the Social Services Block Grant (SSBG - Title XX) Annual Report**

1. Enter the Board name on the line in the upper left corner of form.
2. In columns (2) through (4) enter the total federal reimbursement received from ODMH (or billed and will be received) for each service type by each recipient eligibility category.
3. In columns (5) and (6), for each service, enter the total federal reimbursement received from ODMH (or billed and will be received) for children (17 years of age or less) and adults (ages 18 and over). The sum of columns (2) through (4) must equal the sum of columns (5) and (6).
4. In columns (7) and (8), enter the total number of children recipients and the total number of adult recipients that received the service and were included in the expenditures reported in columns (5) and (6). The recipient counts reported for each service must be unduplicated for each service (i.e. a recipient may only be counted once for each service, but may be counted in more than one service).
5. In columns (2) through (6) in the row titled "Total" enter the sum of the expenditures in that column. Again, the sum of columns (2) through (4) must equal the sum of columns (5) and (6). In columns (7) and (8) in the row titled "Total" enter an unduplicated count of all children recipients and the total number of adult recipients that received that service and were included in the expenditures reported in columns (5) and (6). This should be an unduplicated count of all services (i.e. if a recipient received more than one service, that recipient would only be counted once).
6. In the space entitled "Board Administration Total Expenditures", enter the total federal reimbursement amount spent for Board administrative expenses. If no Title XX administrative expenditures are being reported, leave this space blank.
7. In the space entitled "Children plus Adults plus Board Administration" enter the sum of the total Children expenditures, the total Adult expenditures, and Board Administration amount. If the Board will be utilizing the entire allocation for the reporting period, this number should be equal to the total allocation for this period. The allocations are attached to this correspondence.

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