

## **Information to Assist County & Tribal Nation Human Service Agencies with Preparation & Submission of FOD Fiscal Reports**

The purpose of this document is to provide contact information and checklist for required DHS/DCYF Financial Operations Division (FOD) fiscal reports.

Publication/posting – December 22, 2025

## Background

DHS Financial Operations Division has regularly provided county and Tribal human service agencies with a current reference list of fiscal reports required by DHS/DCYF. Feedback indicates that county and Tribal staff have found these lists useful in scheduling their workflow and planning for busy periods.

Over the years, there has been an improvement in the timeliness and completeness of county and Tribal fiscal reports. We are pleased to acknowledge the fine efforts of county and Tribal staff throughout the state which have led to this improvement.

However, the consequences of late reporting should not be underestimated. In some instances, late reporting by even one or two county or Tribal agencies can prevent money from flowing to all counties and Tribal nations. In other cases, the interaction of late reporting and specific federal budgeting procedures have led to federal dollars being delayed, resulting in substantial cash flow problems. Federal program agencies and the State Legislative Auditors continue to exert strong pressure on DHS/DCYF to ensure that county or Tribal agencies report in a legible, correct, complete, and timely fashion.

DHS/DCYF procedures for handling late or unsatisfactory reports are unchanged and are described in the Report Deadlines and Late or Unsatisfactory Report section beginning on the next page.

## Legal Reference

[Minnesota Statutes, section 256.01](#)

## References List

Pages 5 through 7 contains a list of all fiscal reports with reference instructions, mailing or other submission information, deadline dates, a DHS/DCYF Financial Operations Division contact, and other DHS/DCYF contacts where relevant. Page 8 is a consolidated checklist for reports covered in pages 5 - 7.

## Mailing Address

Reports that are required to be mailed to DHS/DCYF should be sent to the address below. Please use the "ZIP + 4" extension to assist in our mail sorting and to ensure timely receipt. It is helpful, but not required, if the DHS/DCYF contact person is listed as "Attn: name" on the envelope.

Minnesota Department of Human Services  
DHS/DCYF Financial Operations Division  
PO Box 64940  
St. Paul, MN 55164-0940

## Report Deadlines and Late or Unsatisfactory Reports

State statute includes standardized fiscal report deadlines and provides for DHS/DCYF to act when reports are late, illegible, incomplete, or not in the required format. DHS/DCYF procedures are as follows:

If a report is late, illegible, incomplete, or not in the required format, DHS/DCYF notifies the county or Tribal human service agency director of the problem and whether the associated funding will be delayed. Generally, if extenuating circumstances exist, DHS/DCYF will release funds despite the report being late, illegible, incomplete, or not in the required format. However, DHS/DCYF cannot grant extensions or release funds on a regular basis without having received the associated reports and, in certain cases, cannot do so at all.

If a county or Tribal agency encounters extenuating circumstances that will cause a report to be late, please contact Julie Spurgeon at (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us) or Jen Albjerg at (651) 431-4455 or [jen.albjerg@state.mn.us](mailto:jen.albjerg@state.mn.us).

If a report is late, illegible, incomplete, or not in the required format for two out of three consecutive reporting periods, DHS/DCYF notifies the county or Tribal agency involved that it must file a corrective action plan with DHS/DCYF. The plan is due within 45 days of receipt of the notice and must state how the county or Tribal agency plans to correct the problem.

### Action Required

- **Submit reports.** County and Tribal agencies must submit required fiscal reports in time for them to be received at DHS/DCYF by the due date. These reports must be legible, complete, and in the required paper or electronic format. As a general rule, DHS/DCYF will not accept faxes. However, please consult pages 5 - 7 for exceptions. The applicable deadlines are also listed on these pages.
- **If you are going to be late.** If a county or Tribal agency concludes that a report will be late due to extenuating circumstances, the agency is strongly encouraged to contact DHS/DCYF as discussed in the Report Deadlines and Late or Unsatisfactory Reports section above.
- **Final deadline.** No report will be accepted beyond one year past the original deadline for that period. Amended reports must also be submitted in time to meet this one-year deadline.

Submission of a report within this one-year deadline is not a guarantee that legislative appropriations remain - only timely receipt of reports ensures that they will be included in re-allocation, year-end settlements, and similar procedures which may exhaust limited funding.

Please address questions regarding the individual reports to the contact person/(s) listed on pages 5 - 7. General questions regarding this manual should be directed to Julie Spurgeon at (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us) or Jen Albjerg at (651) 431-4455 or [jen.albjerg@state.mn.us](mailto:jen.albjerg@state.mn.us).

## **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

## Fiscal Reports Required by DHS/DCYF Financial Operations Division

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**Report:** BRASS-Based Grant Fiscal Report (DHS-2895) *for Mental Health Programs*

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Report must be submitted via web-based application.

**No paper copies or faxes are permitted.**

**Contact:** Alicia Lowry, (651) 431-4432 or [fod.ga.team.dhs@state.mn.us](mailto:fod.ga.team.dhs@state.mn.us)

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**Report:** Child Foster Care Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No paper copies or faxes are permitted.**

**Contact:** John Schmitt or [FOD.TitleIVE.DCYF@state.mn.us](mailto:FOD.TitleIVE.DCYF@state.mn.us)

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**Report:** Eligibility Worker Tribal Time Study (EWTTS) Cost Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report can be mailed, faxed, or e-mailed.

**Contact:** Isabel Vielman, (651) 431-6368 or [isabel.vielman@state.mn.us](mailto:isabel.vielman@state.mn.us)

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**Report:** Income Maintenance Quarterly Expense Report (DHS-2550)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web-based application.

**No paper copies or faxes are permitted.**

**Contact:** Nancy Fischer, (651) 431-3706 or [nancy.fischer@state.mn.us](mailto:nancy.fischer@state.mn.us)

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**Report:** LCTS Annual Spending Report

**Deadline:** March 1<sup>st</sup> of each calendar year

**Submission:** Report can be mailed, faxed, or e-mailed.

**Contact:** Jennifer Walsh, (651) 431-3800 or [jennifer.walsh@state.mn.us](mailto:jennifer.walsh@state.mn.us)

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**Report:** LCTS Cost Reports (DHS-3220.1, 3220.2, 3220.3)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web-based application.

**No paper copies or faxes are permitted.**

**Contact:** Jennifer Walsh, (651) 431-3800 or [jennifer.walsh@state.mn.us](mailto:jennifer.walsh@state.mn.us)

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**Report:** Medicaid Administration Tribal Time Study (MATTS) Cost Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report can be mailed, faxed, or e-mailed.

**Contact:** Isabel Vielman, (651) 431-6368 or [isabel.vielman@state.mn.us](mailto:isabel.vielman@state.mn.us)

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**Report:** MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web-based application. There are a few exceptions, and those reports should be submitted on the most current excel spreadsheet and e-mailed to

[DHS.SSF@state.mn.us](mailto:DHS.SSF@state.mn.us).

**No paper copies or faxes are permitted.**

**Contact:** Jacob Carrigan, (651) 539-8202 or [jacob.carrigan@state.mn.us](mailto:jacob.carrigan@state.mn.us)

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**Report:** Prevention Services State Report (PSSR)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No paper copies or faxes are permitted.**

**Contact:** Jason Rodrigues, (651) 539-8262 or [FOD.TitleIVE.DCYF@state.mn.us](mailto:FOD.TitleIVE.DCYF@state.mn.us)

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**Report:** Relative Custody Assistance (RCA) Report\*

\*Not all counties are required to submit the RCA report. After five RCA reports with \$0 in claims and no remaining RCA clients, counties can notify the SSIS Help Desk to be removed from the required list.

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No paper copies or faxes are permitted.**

**Contact:** Jason Rodrigues, (651) 539-8262 or [FOD.TitleIVE.DCYF@state.mn.us](mailto:FOD.TitleIVE.DCYF@state.mn.us)

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**Report:** Social Service Administrative Tribal Time Study (SSATTS) Cost Report

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report can be mailed, faxed, or e-mailed.

**Contact:** Isabel Vielman, (651) 431-6368 or [isabel.vielman@state.mn.us](mailto:isabel.vielman@state.mn.us)

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**Report:** Social Services Fund Report (DHS-2556)

**Deadline:** 20 calendar days after the end of the quarter

**Submission:** Report must be submitted via web-based application.

**No paper copies or faxes are permitted.**

**Contact:** Jen Albjerg, (651) 431-4455 or [jen.albjerg@state.mn.us](mailto:jen.albjerg@state.mn.us) or Julie Spurgeon, (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

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**Report:** Social Services Expenditure and Grant Reconciliation (**SEAGR**) Report (DHS-2557)

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Most counties must submit the report through the Social Service Information System (SSIS). Non SSIS counties must submit on the most current excel spreadsheet and e-mail to

[DHS.SSF@state.mn.us](mailto:DHS.SSF@state.mn.us)

**No paper copies or faxes are permitted.**

**Contact:** Jen Albjerg, (651) 431-4455 or [jen.albjerg@state.mn.us](mailto:jen.albjerg@state.mn.us) or Julie Spurgeon, (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

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**Report:** Supplemental Nutrition Assistance Program (SNAP) & Training Administration & Services (DHS-2726d)

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** E-mail the report to [dcyf.fsetaccounting@state.mn.us](mailto:dcyf.fsetaccounting@state.mn.us)

**Contact:** Renea Kispert, (651) 539-8232 or [renea.kispert@state.mn.us](mailto:renea.kispert@state.mn.us)

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**Report:** Targeted Case Management Client Statistical Report (DHS-3150.2)

**Deadline:** 30 calendar days after the end of the quarter

**Submission:** Report must be submitted through the Social Service Information System (SSIS).

**No faxes are permitted.**

**Contact:** Lisa Yang, (651) 431-6505 or [lisa.yang@state.mn.us](mailto:lisa.yang@state.mn.us)

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## COUNTY CHECKLIST FOR DHS/DCYF FISCAL REPORTS

**The following reports are due from all county human service agencies:**

_____ 1. Income Maintenance Expense Report (DHS-2550)	<b>quarter + 20 days</b>
_____ 2. Social Service Fund Report (DHS-2556)	<b>quarter + 20 days</b>
_____ 3. Child Foster Care Report	<b>quarter + 20 days</b>
_____ 4. Prevention Services State Report (PSSR)	<b>quarter + 20 days</b>
_____ 5. Relative Custody Assistance (RCA) Report	<b>quarter + 20 days</b>
_____ 6. MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902)	<b>quarter + 20 days</b>
_____ 7. Targeted Case Management Client Statistical Report (DHS-3150.2)	<b>quarter + 30 days</b>
_____ 8. SEAGR Report (DHS-2557)	<b>quarter + 30 days</b>

**The following reports are due from participating county agencies:**

_____ 1. LCTS Cost Reports (DHS- 3220.1, 3220.2, 3220.3)	<b>quarter + 20 days</b>
_____ 2. LCTS Annual Spending Report	<b>March 1st each year</b>
_____ 3. Food Stamp Employment & Training Administration and Services (DHS-2726d)	<b>quarter + 30 days</b>
_____ 4. BRASS-Based Grant Fiscal Report (DHS-2895) A (DHS-2895) is required for each grant program specified by DHS	<b>quarter + 30 days</b>

**If the 20<sup>th</sup> or 30<sup>th</sup> falls on Saturday, Sunday or a holiday, the report is due on the preceding business day.**