

**Date:** June 21, 2017

**To:** County Human Service Agencies  
**Attention:** Fiscal Supervisors and other interested staff

**From:** Chris Ricker  
Health & Human Service Finance Manager  
Financial Operations Division

**RE:** 2<sup>nd</sup> Quarter 2017 Memo

It's a busy time here in Financial Operations as we put the finishing touches on calendar year 2018 grant allocations, review and publish the calendar year 2018 participation rates (budget) bulletin, fiscal year-end, and our AMSSA conference presentations. I look forward to seeing you there. I sure wish I knew where the time goes! This is your 2<sup>nd</sup> quarter 2017 fiscal memo. Below are 10 topics regarding human service fiscal and reporting issues and 2 attachments.

## **1. Periodic Data Match Allocation – Update**

We have received several inquiries, from counties, regarding the status of the PDM allocations. Specifically, whether or not funds would be made available this year and beyond. As I indicated in my March 2016 memo, PDM activities are currently funded through state fiscal year (SFY) 2019. Barring any legislative changes, \$2,212,000 will become the "base" county allocation for SFY20 and beyond. Please help us carry this message to your Directors!

Our plan is to disburse the SFY18 allocations (\$2,166,000) sometime in July which is when we will receive updated Medicaid and MinnesotaCare case counts by county. In the meantime, we have applied last year's case counts to the new allocation amount for SFY18 in an effort to provide you with an **estimate** of your allocation (attached).

SFY16 - \$26,000 (*disbursed July 2016*)

SFY17 - \$1,276,000 (*disbursed July 2016*)

SFY18 - \$2,166,000 (*plan to disburse July 2017*)

SFY19 - \$2,212,000 (*plan to disburse July 2018*)

After the allocations were disbursed last year, we received some questions regarding them and linkages to the Income Maintenance Random Moment Time Study (IMRMS). I am republishing the Q & A we distributed to you about a year ago. Please see below:

**Q - What type of PDM expenditures are to be reported on the 2550?**

A - All expenditures related to PDM should be reported on the 2550. We anticipate the majority of costs, if not all, will be made up of eligibility worker staff time to perform the verification required. How are we to report

them? The current reporting structure is already in place to pick up these costs. For example – the cost of employing your eligibility workers is reported on the 2550 in *Section A – IMRMS Time Study Expenditures*.

**Q - Will the report be revised to accommodate PDM?**

A - As stated above, the current reporting structure is currently in place to pick up the costs so no changes are necessary.

**Q - Are we required to track PDM expenditures separately?**

A - At this time, we don't believe that is necessary.

**Q - Is there also FFP?**

A - Yes. Based on our understanding, PDM activity is closely related to initial eligibility determination activity. When this type of work is done by eligibility workers, they record it on the IMRMS then reimbursement is determined by the time study and cost allocation process. Reimbursement for PDM activity will work the same way.

**Q - Will there be training? Guidance?**

A - FOD is committed to providing technical assistance and guidance related to the time study and cost reporting. For now, we don't anticipate any changes to the IMRMS or the 2550, so our current IMRMS/IMCA training held on March 23, 2016 still applies.

**Q - Do we have to track eligibility worker time separately for PDM, and if so how will this affect the time study?**

A - At this time, we don't believe that separate activity codes will be necessary to specifically track PDM related activity.

Additional questions on how to report expenditures funded by PDM dollars on the 2550 can be directed to Heide Moris at (651) 431-3774 or [heide.moris@state.mn.us](mailto:heide.moris@state.mn.us)

## **2. Northstar Care Fiscal Reconciliation Status Update**

As you know, Northstar Care Fiscal Reconciliation is the process that calculates who has paid what, determines agency shares, and settles up for each quarter. For counties and tribes, the main drivers in determining what their share will be is their historical and recent nonfederal spending on foster care.

We always knew that fiscal reconciliation would be slow. It's turned out to be even slower than expected.

Some of this is the usual growing pains of any new program. However, the primary cause of delay is that this is the last piece of Northstar Care to get built into SSIS. We deliberately put fiscal reconciliation last in the sequence for SSIS development work. We started with what county and tribal workers, children, foster and adoptive parents, and relative custodians needed to make things work. We then added what county and tribal

fiscal staff needed to make and report payments. Fiscal Reconciliation has been last and has been difficult to complete.

Originally scheduled to be finished a year ago (June 2016), the SSIS functionality has been repeatedly delayed. It appears that SSIS Fiscal Reconciliation functionality will be mostly complete by the end of 2017, about 18 months behind schedule.

Until all the functionality is available in SSIS, we've been using massive spreadsheets and painstakingly double-checking the data before finalizing it. We've run into several instances of computer bugs, and MN-IT SSIS staff have been working diligently to fix the identified problems.

As a result, we are well behind in getting these completed. We are currently working on 2016 Quarter 1, and hope to have that done in the coming weeks. We have preliminary figures, but are verifying data before finalizing it.

At that point, we will work on 2016 Quarter 2. Assuming there are no unexpected problems, we expect to have that completed by the end of July. Beginning with 2016 Quarter 3, some parts of the fiscal reconciliation process are simplified based on the utilization requirements in statute. However, new procedures will require additional testing. We hope to have that quarter completed by the end of August.

We will keep you posted on our progress, and will provide further updates at the upcoming AMSSA Conference. If you have questions or need assistance, please contact Phyllis Meath at (651) 431-3484 or [phyllis.meath@state.mn.us](mailto:phyllis.meath@state.mn.us).

### **3. Legislative Update – MnCHOICES**

The 2017 Legislature passed language that shifts a percentage of the non-federal share of LTSS earnings to counties beginning July 1, 2017. A summary of the legislation is included below.

**MnCHOICES (\$19.302 million in savings in SFY 18-19 and \$22.302 million in savings in SFY 20-21)**

Effective July 1, 2017, reduces the amount the state spends on the cost for MnCHOICES to 84.3% of the non-federal share in SFY 18 & 19 and then 81.9% in SFY 20 & 21. Counties will be required to cover the remaining non-federal portion. Includes direction to the commissioner to work with lead agencies to reduce assessment times, create efficiencies and evaluate alternative payment methods for MnCHOICES. This includes a Random Moment Time Study evaluation. Article 1, Sections 17, 18, 51 & 52. *(Tracking line 891)*

Here's what counties can expect:

The first affected payment for this legislative change will be received by counties in early November 2017. The reporting period is 7/1/17-9/30/17. Payments are made shortly thereafter.

We will remit to counties only the approved percentage of the non-federal share of the LTSS payments. The federal share of the LTSS payments will remain unchanged.

Although we are unable to forecast future LTSS payments because claims are based on actual, submitted costs—we recommend that counties look back over the past 4 -8 quarters and calculate a return on cost for the LTSS

earnings. If you've made significant changes in level of staffing in this area in the past 4 quarters, then limit the return on cost calculation to the prior periods that reflect your most recent changes. Apply the return on cost percentage to your county's projected costs that you will be submitting on the social service cost pool report – DHS 2556.

When you have a projected figure for the non-federal share of LTSS earnings, reduce it by 15.7% for the projected payments that represent the claims for SFY18 and SFY19.

The Invoice Field Code for affected payments is: 70.LTSS\_SSTS\_ST57.QXXX.R.STATE (the X's indicate which quarter)

Those payments are made at the following times:

- SSTS LTSS Non-federal share Q317 – payment received early November 2017
- SSTS LTSS Non-federal share Q417 – payment received early February 2018
- SSTS LTSS Non-federal share Q118 – payment received early May 2018
- SSTS LTSS Non-federal share Q218 – payment received early August 2018
- SSTS LTSS Non-federal share Q318 – payment received early November 2018
- SSTS LTSS Non-federal share Q418 – payment received early February 2019
- SSTS LTSS Non-federal share Q119 – payment received early May 2019
- SSTS LTSS Non-federal share Q219 – payment received early August 2019

We will publish a reminder article in this memo prior to the increased reductions that become effective 7/1/19.

For questions related to the reduction in LTSS non-federal share payments, please contact DiAnn Robinson at (651) 431-3739 or [diann.robinson@state.mn.us](mailto:diann.robinson@state.mn.us)

#### **4. Invoicing for DHS Central Office Expenses related to TCM, Rule 5 and LCTS**

Once again, invoices will be sent out this summer for SFY17 central office expenses related to each of the respective funding streams. **When your county pays the invoice** (not the date of the invoice or when you receive it) you must report the amount paid as a **reduction of revenue** on the SEAGR Report. Do not claim the amount paid as an expenditure under any BRASS code on SEAGR.

*Invoice for CW-TCM* – Reduce your revenue reported in **F05** on SEAGR by the amount paid to DHS for central office expenditures related to CW-TCM.

*Invoice for CMH-TCM* – reduce your revenue reported in **F64** on SEAGR by the amount paid to DHS for central office expenditures related to CMH-TCM.

*Invoice for AMH-TCM* – reduce your revenue reported in **F31** on SEAGR by the amount paid to DHS for central office expenditures related to AMH-TCM.

*Invoice for VA/DD-TCM* – reduce your revenue reported in **F42** on SEAGR by the amount paid to DHS for central office expenditures related to VA/DD-TCM.

*Invoice for Rule 5* – reduce your revenue reported in **F66** on SEAGR by the amount paid to DHS for central office expenditures related to Rule 5.

*Invoice for LCTS* – reduce your revenue reported in **F07** on SEAGR by the amount paid to DHS for central office expenditures related to LCTS.

If you have questions related to SEAGR reporting of the invoices please contact Julie Spurgeon at (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

## **5. Group Residential Housing (GRH) Claims and Recoveries on MAXIS**

Functionality has been installed in MAXIS that allows counties to enter GRH overpayment claims against clients AND/OR vendors. Beginning July 1, 2017 counties should convert all their known GRH claims into MAXIS as soon as possible and post all recoveries into MAXIS against those claims. **DO NOT** send any recoveries for GRH overpayments to DHS after July 1<sup>st</sup> regardless of when you received the recovery or for what time period it covered. Vendors should no longer send GRH overpayment recoveries to DHS after July 1<sup>st</sup>. All GRH overpayment recoveries should be sent to the county of financial responsibility to be setup as a claim in MAXIS and have the recovery posted to the claim. DHS will then invoice the county for the recovered GRH amounts on the monthly MAXIS invoice. Leading up to July 1st, DHS has been offering county training, SIR notices have been posted, bulletins have been sent and letters to housing vendors have been sent.

If you have not received any of these communications or have any questions, please contact Shawn Tobias at (651) 431-3727 or [shawn.tobias@state.mn.us](mailto:shawn.tobias@state.mn.us) or stop and see Shawn at the AMSSA conference resource session.

## **6. SNAP Bonus Available**

The State of Minnesota received a high performance SNAP bonus payment related to the FFY2015 Quality Control integrity review performed by the U.S. Department of Agriculture, last fall. Minnesota statute requires DHS to share 75% of the bonus with counties to fund SNAP administrative activities. Letters will be sent out to county directors and fiscal supervisors within the next week, including the amounts allocated to each county and any spending requirements related to the bonus money. The corresponding payments to the counties, for their allocated amounts, will be paid next week using invoice field code **63.SNAPBONUSMONEY.FF15.F.STATE**.

If you have any questions or need a copy of the letter sent out to counties, please contact Matt Hanson at (651) 431-3747 or [matthew.hanson@state.mn.us](mailto:matthew.hanson@state.mn.us)

## **7. Monthly Health Care Invoice**

The Health Care Invoice MW0117 and its detail report MW0234 have been undergoing some revisions to add new programs. Recoveries for newer programs like Alternative Care program, CHIP, MA AX, and MA NA were added. Funding codes and accounting references were also updated. There will be additional changes completed in the upcoming months and we will communicate those to you through the next quarterly memo or in a separate e-mail communication.

If you have questions about changes or additional ideas on how we can improve the health care invoice, please contact Becky Path, Health Care Accounting Supervisor at (651) 431-3771 or [Rebecca.path@state.mn.us](mailto:Rebecca.path@state.mn.us)

## **8. Financial Operations Bulletins Since Last Fiscal Memo**

Bulletin 17-32-11 (March 31, 2017) Title IV-E Placing Agencies Time Study (PATS) - Operations and Activity Codes. Placing Agencies Time Study (PATS) operational procedures, training materials for PATS Coordinators and all staff participants. Includes activity codes and definitions for the PATS time study. If you have any questions on this bulletin, please contact Amber Ganyaw at (651) 431-3785 or [amber.ganyaw@state.mn.us](mailto:amber.ganyaw@state.mn.us)

Bulletin 17-32-12 (March 31, 2017) Placing Agencies Time Study Cost Report (DHS-3298) Instructions. Provides current instructions for Rule 4 Placing Agencies to complete the annual cost report. If you have any questions on this bulletin, please contact Amber Ganyaw at (651) 431-3785 or [amber.ganyaw@state.mn.us](mailto:amber.ganyaw@state.mn.us)

Bulletin 17-32-13 (April 24, 2017) CY2017 Mental Health Grant Fiscal Reporting Information CY2017. If you have any questions on this bulletin, please contact Craig Beske at (651) 431-3780 or [craig.beske@state.mn.us](mailto:craig.beske@state.mn.us)

Bulletin 17-32-14 (May 16, 2017) Revised Northstar Care for Children Basic and Supplemental Payment Rates and Initial Clothing Allowance. Basic and Supplemental payment rates for Northstar Care for Children, and Initial Clothing Allowance for all children in foster care, effective July 1, 2017 through June 30, 2018. If you have any questions on this bulletin, please contact Phyllis Meath at (651) 431-3484 or [phyllis.meath@state.mn.us](mailto:phyllis.meath@state.mn.us)

Bulletin 17-32-15 (May 18, 2017) Human Services Performance Management System 2017 Measures, Thresholds, and Reporting Schedule. An overview of the 2017 measures, thresholds, and reporting schedule for the Human Services Performance Management system (referred to hereafter as the Performance Management system). If you have any questions on this bulletin, please contact the Human Services Performance Management Team at (651) 431-5780 or [dhs.hspm@state.mn.us](mailto:dhs.hspm@state.mn.us)

## **9. Personnel Changes**

I am pleased to announce that Carly Christenson started with FOD on May 31<sup>st</sup> as the Grants & Allocations Unit Supervisor, replacing David Hanson. Carly comes to us from MN-IT where she was the associate program manager for the Minnesota Eligibility Technology System (METS) where she oversaw the METS program management plans and served as the point of contact for project manager and program governance teams.

Please refer to the attached Health & Human Service Finance staff listing for complete information on all FOD HHS staff.

## **10. Next Quarterly Memo Publication Data**

The publication date of the next quarterly memo is scheduled for Friday, September 30, 2017. If there are any questions during the AMSSA conference that we need to follow up on with you, we will publish an "after conference" memo in late July or early August.

If you have any suggestion on quarterly memo topics, please contact Julie Spurgeon. Also if you are receiving this memo and would no longer like to receive it, or know someone that you would like to receive it directly from DHS, please contact Julie at (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

**SFY 2018 Period Data Match  
Allocation - ESTIMATED**

Cty #	Name	SFY 2016 Total MHCP Case Months	Percent of SFY 2016 MHCP Case Months	SFY2018 ESTIMATED Allocation
1	AITKIN	14,615	0.36%	\$ 7,798
2	ANOKA	240,689	5.96%	\$ 129,094
3	BECKER	28,147	0.70%	\$ 15,162
4	BELTRAMI	47,655	1.18%	\$ 25,559
5	BENTON	31,779	0.79%	\$ 17,111
6	BIG STONE	3,577	0.09%	\$ 1,949
7	BLUE EARTH	45,891	1.14%	\$ 24,692
8	BROWN	15,377	0.38%	\$ 8,231
9	CARLTON	26,659	0.66%	\$ 14,296
10	CARVER	41,203	1.02%	\$ 22,093
11	CASS	30,866	0.76%	\$ 16,462
12	CHIPPEWA	10,714	0.27%	\$ 5,848
13	CHISAGO	35,750	0.89%	\$ 19,277
14	CLAY	42,057	1.04%	\$ 22,526
15	CLEARWATER	7,268	0.18%	\$ 3,899
16	COOK	5,874	0.15%	\$ 3,249
17	COTTONWOOD	9,464	0.23%	\$ 4,982
18	CROW WING	63,347	1.57%	\$ 34,006
19	DAKOTA	255,366	6.33%	\$ 137,108
20	DODGE	11,384	0.28%	\$ 6,065
21	DOUGLAS	24,940	0.62%	\$ 13,429
22	FARIBAULT	11,877	0.29%	\$ 6,281
23	FILLMORE	13,616	0.34%	\$ 7,364
24	FREEBORN	25,097	0.62%	\$ 13,429
25	GOODHUE	29,681	0.74%	\$ 16,028
26	GRANT	5,173	0.13%	\$ 2,816
27	HENNEPIN	965,131	23.89%	\$ 517,457
28	HOUSTON	10,254	0.25%	\$ 5,415
29	HUBBARD	17,665	0.44%	\$ 9,530
30	ISANTI	29,841	0.74%	\$ 16,028
31	ITASCA	37,425	0.93%	\$ 20,144
32	JACKSON	6,583	0.16%	\$ 3,466
33	KANABEC	14,513	0.36%	\$ 7,798
34	KANDIYOHI	37,627	0.93%	\$ 20,144
35	KITSON	3,030	0.08%	\$ 1,733
36	KOOCHICHING	12,553	0.31%	\$ 6,715
37	LAC QUI PARLE	4,570	0.11%	\$ 2,383
38	LAKE	7,591	0.19%	\$ 4,115
39	LAKE OF THE WOODS	3,443	0.09%	\$ 1,949
40	LE SUEUR	16,018	0.40%	\$ 8,664
41	LINCOLN	4,223	0.10%	\$ 2,166
42	LYON	20,915	0.52%	\$ 11,263
43	MCLEOD	24,090	0.60%	\$ 12,996
44	MAHNOMEN	5,805	0.14%	\$ 3,032
45	MARSHALL	5,475	0.14%	\$ 3,032
46	MARTIN	15,137	0.38%	\$ 8,231
47	MEEKER	15,954	0.40%	\$ 8,664
48	MILLE LACS	25,624	0.64%	\$ 13,862

**SFY 2018 Period Data Match  
Allocation - ESTIMATED**

<b>Cty #</b>	<b>Name</b>	<b>SFY 2016 Total MHCP Case Months</b>	<b>Percent of SFY 2016 MHCP Case Months</b>	<b>SFY2018 ESTIMATED Allocation</b>
49	MORRISON	28,137	0.70%	\$ 15,162
50	MOWER	30,240	0.75%	\$ 16,245
51	MURRAY	5,167	0.13%	\$ 2,816
52	NICOLLET	17,982	0.45%	\$ 9,747
53	NOBLES	18,031	0.45%	\$ 9,747
54	NORMAN	5,095	0.13%	\$ 2,816
55	OLMSTED	90,864	2.25%	\$ 48,735
56	OTTER TAIL	44,502	1.10%	\$ 23,826
57	PENNINGTON	8,544	0.21%	\$ 4,549
58	PINE	22,196	0.55%	\$ 11,913
59	PIPESTONE	6,795	0.17%	\$ 3,682
60	POLK	26,196	0.65%	\$ 14,079
61	POPE	7,496	0.19%	\$ 4,115
62	RAMSEY	512,614	12.70%	\$ 275,082
63	RED LAKE	2,527	0.06%	\$ 1,300
64	REDWOOD	11,718	0.29%	\$ 6,281
65	RENVILLE	11,732	0.29%	\$ 6,281
66	RICE	45,704	1.13%	\$ 24,476
67	ROCK	6,004	0.15%	\$ 3,249
68	ROSEAU	9,223	0.23%	\$ 4,982
69	ST. LOUIS	158,638	3.93%	\$ 85,124
70	SCOTT	74,618	1.85%	\$ 40,071
71	SHERBURNE	55,555	1.38%	\$ 29,891
72	SIBLEY	11,408	0.28%	\$ 6,065
73	STEARNS	111,993	2.78%	\$ 60,215
74	STEELE	24,532	0.61%	\$ 13,213
75	STEVENS	4,938	0.12%	\$ 2,599
76	SWIFT	7,004	0.17%	\$ 3,682
77	TODD	20,823	0.52%	\$ 11,263
78	TRAVERSE	2,196	0.05%	\$ 1,083
79	WABASHA	15,082	0.37%	\$ 8,014
80	WADENA	13,175	0.33%	\$ 7,148
81	WASECA	12,496	0.31%	\$ 6,715
82	WASHINGTON	126,215	3.13%	\$ 67,796
83	WAT ONWAN	8,413	0.21%	\$ 4,549
84	WILKIN	3,364	0.08%	\$ 1,733
85	WINONA	30,771	0.76%	\$ 16,462
86	WRIGHT	74,031	1.83%	\$ 39,638
87	YELLOW MEDICINE	7,571	0.19%	\$ 4,115
<b>Total</b>		<b>4,035,123</b>	<b>100.00%</b>	<b>\$ 2,166,000</b>

## HEALTH & HUMAN SERVICE FINANCE

### DHS Financial Operations Division

*As of June 23, 2017*

#### **Chris Ricker: Manager of Health & Human Service Finance**

(651) 431-3545 or [chris.ricker@state.mn.us](mailto:chris.ricker@state.mn.us)

Directs the policies, planning, staff, units, and overall operations of Health Care Accounting, Economic Support, Time Studies and Rates, and Grants and Allocations units. Directly supervises the staff in the Program Specialists Unit.

#### **Julie Spurgeon: County Human Service Accounting and Reporting Fiscal Manager**

(651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

Administers fiscal reporting by counties to DHS for human service activity including management of the SEAGR Report (DHS-2557), BRASS, Social Services Fund Report (DHS-2556), MA county confirmation report, standard Invoice Field Codes, and the annual County Human Service Cost Report; Provides technical assistance to counties and DHS staff regarding accounting and fiscal reporting to DHS; Approves county requests for fiscal report deadline extensions.

#### **Becky Path: Health Care Accounting Supervisor**

(651) 431-3771 or [rebecca.path@state.mn.us](mailto:rebecca.path@state.mn.us)

Supervises the Health Care Accounting staff responsible for submission of federal quarterly reports for Medicaid and CHIP (CMS 64/21), 1099s, tax liens on MMIS providers, and county MMIS billings.

#### **Sarah Britten: Accounting Officer Senior**

(651) 431-3753 or [sarah.e.britten@state.mn.us](mailto:sarah.e.britten@state.mn.us)

Fund accountant for Moving Home Minnesota, Consolidated Chemical Dependency Treatment Fund (CCDTF), and manages 1099 process for MMIS providers who receive a paper warrant.

#### **Robyn Hietpas: Fund Accountant for MA**

(651) 431-3768 or [robyn.j.hietpas@state.mn.us](mailto:robyn.j.hietpas@state.mn.us)

Fund accountant for Medicaid and responsible for submission of CMS 64 federal quarterly report. Also acts as fund accountant for the Consumer Support Grant and Alternative Care Program.

#### **Evan Kearney: Fund Accountant for Children's Health Insurance Program (CHIP)**

(651) 431-3777 or [evan.kearney@state.mn.us](mailto:evan.kearney@state.mn.us)

Fund accountant for CHIP (Children's Health Insurance Plan) and responsible for submission of CMS 21 federal quarterly report. Also assists in compiling, calculating and validating the Accounts Payable (IBNR) report to federal and state agencies.

**Ermias Kifle: Fund Accountant for MA Administration**

(651) 431-3755 or [ermias.kifle@state.mn.us](mailto:ermias.kifle@state.mn.us)

Fund accountant for Medical Assistance Administration and Health Information Technology and coordinates county invoices and advances.

**Jim Schorey: Accounting Officer Senior**

(651) 431-3754 or [jim.schorey@state.mn.us](mailto:jim.schorey@state.mn.us)

Develops reporting and structures to support most of the unit operations. Compiles, calculates, and validates the Accounts Payable (IBNR) report to federal and state agencies.

**Shawn Tobias: Economic Support Unit Supervisor**

(651) 431-3727 or [shawn.tobias@state.mn.us](mailto:shawn.tobias@state.mn.us)

Supervises the fiscal policy, operations and staff involved in the fiscal management of Economic Support, Interim Assistance and Child Care programs and systems.

**Cindy Barnier: TSS Systems Accountant**

(651) 431-3752 or [cindy.barnier@state.mn.us](mailto:cindy.barnier@state.mn.us)

Responsible for MAXIS, MEC<sup>2</sup> and PRISM operations and drawing of federal funding and submission of wire transfers for MAXIS and MEC<sup>2</sup> daily activity. Accounts for EGA allocation and monthly MAXIS invoices.

**Matt Hanson: Child Support and SNAP Fiscal Manager**

(651) 431-3747 or [matthew.hanson@state.mn.us](mailto:matthew.hanson@state.mn.us)

Responsible for Child Support and SNAP administrative reimbursement, federal fiscal reporting, and FSET fiscal activities.

**Rhonda Lord: TANF and Child Care Program Accountant**

Rhonda Lord (651) 431-3787 or [rhonda.lord@state.mn.us](mailto:rhonda.lord@state.mn.us)

Responsible for the general operation of the TANF and child care programs, specifically the Fraud Prevention Investigations (FPI) program, MFIP Consolidated Fund, EGMS contract payments and child care county payments.

**Peter Stahley: TANF, Child Care and Consolidated Fund Fiscal Manager**

(651) 431-3748 or [peter.l.stahley@state.mn.us](mailto:peter.l.stahley@state.mn.us)

Responsible for overall TANF and Child Care activity including preparation of TANF and Child Care federal fiscal reports; Responsible for MAXIS benefit issuance and MAXIS county invoices; Responsible for the MFIP Consolidated Fund Support Services Grant.

**VACANT: Economic Support Accounting Technician**

Contact Shawn Tobias at (651) 431-3727 or [shawn.tobias@state.mn.us](mailto:shawn.tobias@state.mn.us)

Performs Interim Assistance Payment Program accounting functions; Complete and submit federal Social Security Administration (SSA) forms; research and resolve client and SSA inquiries; and review, code, and process payments to clients and SSI providers. Responds to requests for copies of redeemed state warrants (includes MAXIS & MEC<sup>2</sup>). Process and report on MAXIS Miscellaneous refunds. Provides additional accounting support for Economic Support Unit.

**Carly Christenson: Grants & Allocations Unit Supervisor**

(651) 431-3737 or [carly.christenson@state.mn.us](mailto:carly.christenson@state.mn.us)

Supervises the fiscal policy, operations, and staff involved with the fiscal management of social service grants and allocations.

**Craig Beske: Mental Health Grants Fiscal Manager**

(651) 431-3780 or [craig.beske@state.mn.us](mailto:craig.beske@state.mn.us)

Administers the Children's Mental Health and Adult Mental Health grants.

**Shannon Kubinski: Economic Opportunities Grants Fiscal Manager**

(651) 431-3759 or [shannon.kubinski@state.mn.us](mailto:shannon.kubinski@state.mn.us)

Administers the Community Services Block Grant, Emergency Service Grant Program, Supportive Housing Program, Emergency Assistance Food Program, MN Economic Opportunity Grants, Transitional Housing Program Grants, Community Food and Nutrition, and Emergency Food and Shelter.

**Rhonda Lord: Foster Care Maintenance and Permanency Programs**

(651) 431-3787 or [rhonda.lord@state.mn.us](mailto:rhonda.lord@state.mn.us)

Administers the Title IV-E foster care, Northstar Care for Children payments. Provides accounting support for the Relative Custody Assistance, Northstar Kinship Assistance and Subsidized Adoption programs.

**Phyllis Meath: Title IV-E & Northstar Care Fiscal Management Analyst**

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Administers overall Title IV-E and Northstar Care accounting and claiming including federal reporting and preparation of the quarterly Title IV-E federal claim. Provides fiscal policy expertise and analytical resources for fiscal management of the federal Title IV-E program and Northstar Care.

**Linda Mueller: Refugee Program Fiscal Manager**

(651) 431-3786 or [linda.mueller@state.mn.us](mailto:linda.mueller@state.mn.us)

Responsible for federal fiscal budgets and reports for the Refugee Programs and county activity and vendor contracts used to administer the Refugee Programs in Minnesota.

**Lynn Nguyen: Community Partnerships Fiscal Manager**  
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Administers the Family Support Grant and DD-SILS Grant.

**Christi Tosarello: Children and Family Service Fiscal Manager**  
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Administers Title IV-B Parts 1 and 2, Alternative Response grants, SELF grant, Family Group Decision Making grant, VCA grant which includes the Title XX Social Service Block Grant, Child Protection Worker Grant and ICWA grants.

### **DiAnn Robinson: Time Studies & Rates Unit Supervisor**

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Supervises the fiscal policy, operations, and staff involved in the fiscal management of division time studies and TCM rate setting activity.

**Amber Ganyaw: Federal Time Studies Program Accountant**  
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Project manager for the following time studies: Social Service Time Study (SSTS), Placing Agencies Time Study (PATS), Group Facilities (GRF), Mental Health Certified Facilities (MHC) projects and their associated federal administrative reimbursement, as well as Targeted Case Management rate setting for child welfare (CW-TCM), mental health (MH-TCM) and vulnerable and developmentally disabled adults (VA/DD).

**Heide Moris: County Federal Administrative Reimbursement Specialist**  
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Project manager for the Income Maintenance Cost Allocation (IMCA) system, the Income Maintenance Random Moment Time Study (IMRMS), the associated cost report (DHS-2550), and related federal administrative reimbursement; the White Earth Nation (WEN) Eligibility Worker time study and the associated cost report and related federal administrative reimbursement.

**VACANT: Tribal & Collaborative Reimbursement Specialist**  
Contact DiAnn Robinson at (651) 431-3739 or [diann.robinson@state.mn.us](mailto:diann.robinson@state.mn.us)

Project manager for the following time studies: Local Collaborative Time Study (LCTS), Medicaid Administrative Tribal Time Study (MATTs), Social Services Administrative Tribal Time Study (SSATTs) and their associated federal administrative reimbursement.