



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, DC 20240

## Memorandum

To: All Regional Directors  
Director, Office of Self Governance

Through: Johnna Blackhair  
Acting Deputy Bureau Director, Office of Indian Services

**JOHNNA BLACKHAIR**  
Digitally signed by JOHNNA BLACKHAIR  
Date: 2022.11.07 15:44:48 -06'00'

Through: Bartholomew Stevens  
Deputy Bureau Director-Field Operations

  
Digitally signed by BARTHOLOMEW STEVENS  
Date: 2022.11.08 09:39:14 -07'00'

From: Darryl LaCounte  
Director, Bureau of Indian Affairs

**Darryl LaCounte**  
Digitally signed by Darryl LaCounte  
Date: 2022.11.08 15:54:17 -05'00'

Subject: Guidance for FY 2022 Financial Assistance and Social Services Program Report

The Financial Assistance and Social Service Report (FASSR) is the only report that the Bureau of Indian Affairs (BIA) Regions, Agencies, and Tribes operating under Pub. L. 93-638 Contracts, Pub. L. 102-477 Plans, and Self-Governance Annual Funding Agreements are required to submit for the Welfare Assistance (WA) program.

The Office of Indian Services (OIS), Division of Human Services (DHS) uses the FASSR to determine the amount of WA funding to distribute to Tribes and BIA Agencies each Fiscal Year (FY). The BIA Regional Offices, Office of Self Governance (OSG), and the OIS, Division of Workforce Development (OIS, DWD) are responsible for collecting the FASSRs, certifying that the FASSRs are complete, and submitting them to the OIS, DHS. These offices are also in charge of distributing funds to the BIA Agencies and Tribes based on the approved methodology and supporting documentation. The BIA Agencies and Tribes must submit the FY 2022 FASSR to receive a final distribution of FY 2023 WA funds.

The Assistant Secretary – Indian Affairs, Indian Affairs Manual (IAM) 70 Chapter 3 provides direction on the Welfare Assistance Methodology and FASSR submission process. The IAM is located at [Financial Assistance and Social Services Reporting \(bia.gov\)](https://www.bia.gov/policy-forms/online-forms)

The BIA will use the same process and form to report the FY 2022 WA data. The form is available online at the BIA website's main page at: <https://www.bia.gov/policy-forms/online-forms>

To facilitate the timely distribution of FY 2023, Welfare Assistance funds all FY and Calendar Year (CY) Tribes and BIA Agencies operating this program must submit the 2022 FASSR to the respective program by:

Due Dates for Tribes and BIA Agencies to submit the FASSR:

Fiscal Year (FY) Tribes/ BIA Agencies: Friday, December 16, 2022

Calendar Year (CY) Tribes: Monday, January 16, 2023

Due Dates for BIA Regional Offices, OSG, and OIS DWD to submit the FASSR to OIS, DHS:

Reports by FY Tribes/ BIA Agencies: Tues., January 31, 2023

Reports by CY Tribes: Thursday, March 2, 2023

The BIA, Regional Offices, OSG, and OIS, DWD must certify and submit the 2022 FASSR for their program's Tribes and/or BIA Agencies, to the OIS, DHS. The BIA Regional Offices, OSG, and OIS, DWD is also responsible for:

- Distributing the BIA 2022 end-of-year FASSR form to Tribes and Agencies.
- Providing technical assistance to Tribes and Agencies for the accurate completion of reports, using the BIA FASSR form.
- Collecting reports from Tribes and BIA Agencies within their region or program; and
- Verifying *accuracy* and certifying the *completion* of all reports.

The OIS, DHS will certify the FY 2022 FASSR form:

- If it is in the required Microsoft Excel format (handwritten reports are *accepted*)
- Is signed by an Agency representative and/or Tribal representative.
- Is signed by the respective Regional Office, OSG, or OIS, DWD verifying that the FASSR is complete and accurate.
- Contains both the data and narrative sections of the form. Reports that do not include a narrative will not be considered complete. The narrative section of the report provides the "story" to the data.
- The allocations, expenditures, and carryover amounts/shortfall information reported are accurate. Each Tribe and Agency must identify carryover funds into FY 2022 or previous year(s) in the narrative portion of its report as well as in Column Q with Amount Allocated. Carryover/shortfalls into FY 2022 should be identified in the data section of the FASSR (Column R).

The BIA Regional Office, OSG, and OIS, DWD representative are responsible for submitting all certified Tribal and BIA Agency FASSRS and the Check List at: [https://doimsp-my.sharepoint.com/:f/g/personal/babette\\_howe\\_indianaffairs\\_gov/EsTzjUNfXTFljBg6lgv62AMBqk9R-j9dr9VAg1Iea5yWVA?e=0LiDs3](https://doimsp-my.sharepoint.com/:f/g/personal/babette_howe_indianaffairs_gov/EsTzjUNfXTFljBg6lgv62AMBqk9R-j9dr9VAg1Iea5yWVA?e=0LiDs3)

Please note the BIA Regional Offices, the OSG, and OIS, DWD are not responsible for consolidating their program reports. The OIS, DHS will consolidate the reports electronically to facilitate analysis.

The OIS, DHS is available to provide technical assistance and will provide FASSR training on November 30, 2022, from 1:00pm, Eastern Standard Time. If you have any questions, please contact Ms. Evangeline M. Campbell at: [evangeline.campbell@bia.gov](mailto:evangeline.campbell@bia.gov); or Elias Picard at: [elias.picard@bia.gov](mailto:elias.picard@bia.gov).