#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

This reference guide helps provide the DCF Contract Managers of Community Based Care Lead Agency (CBC) contracts with step-by-step instructions on the completion of the Monthly CBC Invoice Review Checklist.

The elements within the checklist were established to ensure all preliminary steps have occurred and the documentation received enables a clear audit trail and helps the Office of CBC/ME Financial Accountability perform the necessary steps consistently.

This reference guide will not go into detail on every aspect required for the checklist, but it will highlight the areas where further clarification is needed.

Lead Agency Name:								
Month of Estimated Payment:	Month of Actual Expenditures:							
Contract Number:	Date Received:							
Date Approved:	Date Submitted to ASFM:							

Within this section, 'Date Received' is the date in which all required documents listed on the checklist were received from the CBC. This could possibly be an initial 'Date Received' as any time during the review process, a correction may be required before the Contract Manager can approve the Invoice.

If a resubmission of the Invoice or the Monthly Actual Expenditure Report is required, a new 'Date Received' will be established as well. However, both dates should be noted with an explanation of why the original submission was returned; for example:

**Date Received:** April 18, 2015; Correction required and returned on April 19, 2015; Correction received and resubmitted on **April 21, 2015**.

The official 'Date Received' used for the five-line date stamp is now 4/21/2015.

'Date Approved' is the date in which the Contract Manager completed the entire review process. At a minimum, an approval by the Contract Manager should not be completed until all elements within this checklist have been satisfied.

**Please Note:** This means all required documentation has been received and each element of the checklist has been answered.

'Date Submitted to ASFM' is the date the Contract Manager emails the Invoice and all the required documentation to DCF / Headquarters requesting payment of the submitted Invoice.



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Minimum Documentation Requirements				
Action Steps	Yes	No	Not Applicable	Comments

As each element is discuss within this section, further explanation may be given by using screenshots of these minimum documentation requirements.

1a. Date stamp the invoice as received <u>if</u> the following has occurred (See 1b. – 1i.):		)	

Throughout this checklist, the Contract Manger can either handwrite he/she's completion and/or comments for each element **or** he/she can complete it electronically.

To complete this electronically, Word enables the user to enter an 'X' for the various Yes, No, or Not Applicable Columns. This is completed by:

- 1. Right click on the box requiring the 'X';
- 2. Click on 'Properties'; and



3. Choose the 'Checked' radio button and click 'OK'.

Check box size				
Auto				
C Exactly:	10 pt	-		
Default value				
O Not check	ed			
Checked				
Run macro on				
Entry:			Egit:	
Field settings				
Bookmark:				
Check bo	x enable	d		



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1b. The Monthly Actual Expenditure Report has been entered and approved by the CBC in the CBC-Financial Application system;		
1c. The Promoting Safe and Stable Families (PSSF) Monthly Match Funds Reports have been received;		
1d. The Child Access and Visitation Grant Monthly Match Funds Report, <i>if applicable</i> , has been received;		

The templates for the reports required by the contract (see 1b. – 1d. above) can be found on the Department's Internet website under CBC Fiscal Attachments at: <u>CBC Fiscal Attachments | Florida</u> <u>Department of Children and Families</u>

1e. The FSFN OCA Summary and Detail Report(s) (Adobe format, which includes all six (6) tabs within the report: Report Description; OCA Summary – Grand Total, OCA Summary – Eligibility Adj, OCA Summary – Pmt and Pmt Adj, OCA Detail Listing, and Report Parameters) has/have been received;				
--	--	--	--	--

#### The Adobe format of the FSFN OCA Summary and Detail Report looks like:







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DCF | Office of CBC/ME Lead Agency Financial Accountability

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Go to the **FSFN Reconciliation Process Reference Guide** for detailed guidance on <u>obtaining</u> and <u>formatting</u> the various reports requested from FSFN, located at: <u>FSFN Reports, Information and Resources</u>

1f. The FSFN Payment Download (.csv export to Excel format), if applicable, has been received;				
--	--	--	--	--

**Please Note:** FSFN Payment Download is only needed when an amount has been entered in Column C of the FSFN to CBC Expenditure Report Reconciliation (see screenshot below). Verification of the amount entered is made by using FSFN Payment Download. When reviewing the payments, if the OCA Disposition Date is blank, but the payment <u>did have</u> an OCA Disposition Date reflected in FSFN previously, then the payment <u>should not</u> be included in Column C by the CBC. Please see FSFN Payment Download screenshots below.





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From the FSFN Payment Download within FSFN, click on the following to download the report in .csv format:

ayee:			Search	Payee ID:				
rovider:			Search	Provider ID:			_	
erson:			Search	Person ID:	Case	ID:		
ervice Type:			$\checkmark$	Service Batch:	Adoptio	n	~	
voice Numbe	r.			Invoice Date Range:	From:	00/00/0000 To:	00/00/000	Ö
ivoice Disposi	tion:	~		Invoice Disposition Date Range	From	00/00/0000 To:	00/00/000	ō
gency	BIG BEN	ID CBC FA	×	Payment Service Date Range	From:	09/01/2016 To:	09/30/201	1
Results Suppl Amt	Admin Amt	Service Batch	Payment Description	Eligibility Status	OCA Begin Date	OCA End Date	Amount	
\$0.00	\$0.00	Adaption	Payment created as a result of a placement		09/01/2016	09/30/2016	\$417.00	
	20.00	Adoptori	r dynem created as a result of a placement	Eligible Title IV-E Adoption	00/01/2010	05/00/2010	2411.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Title IV-E Adoption Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Title IV-E Adoption Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Title IV-E Adoption Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Title IV-E Adoption Eligible	09/01/2016	09/30/2016	\$417.00	
\$0.00	\$0.00	Adoption	Payment created as a result of a placement	Title IV-E Adoption Eligible	09/01/2016	09/30/2016	\$417.00	
eo oo	eo oo	* dontion	Perment erected as a result of a starsment	Title IV-E Adoption	00/04/0040	00000040	C 447.00	
1							7	5

1g. The Interest Earned Quarterly Expenditure Report, <i>if applicable</i> , has been received;				
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This document can be found on the Department's Internet website under CBC Fiscal Attachments at: <u>CBC Fiscal Attachments | Florida Department of Children and Families</u>

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1h. The FSFN to CBC Expenditure Report Reconciliation spreadsheet has been received; and					
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The FSFN to CBC Expenditure Report Reconciliation spreadsheet looks like:

									and the latest	*	1.2.1	11.2.7.44
CUE	Calibri	* 10 * A A	= = ÷··	🚔 Wrap Text	· 18	8	100		2 2 🛄	D tal.	<i>8</i> 3	
Copy +	B / U -	1 = - A - B	E 20 30 100 100 100	I Merge & Center + 5 + %	• 🕍 🖉 Conditional	For	mat as		Insert Delete Format	Clear . Sort &	Find &	
bnard	15	Fort	alicom	an to Man	ther 1	18	Codes (		Calls	Lifeon	Seed -	
424		5 18	Angeion	(10) (10)	19797		10100			cong		
	В	C	D	F	F	G	н	1	1	ĸ	1	M
RCIEAD	AGENCY.	CRC Load Are	NOV YYZ INC				CONTRACT	EN4114				
BC LEAD	AGENCT	CBC Lead Age	ency XTZ, Inc.	2002 Agencies			CONTRACT:	FIVI114				
	This Month's Reco	anciliation completed by:	h	taggie Greene	Contact Info (Email or Pho	wej:	MGreene@CBCL	eadAgencyXYZ.org	To FSEN Exceptions Tab	To YTD Reconciliatio	n Tab	
SEPT 2	EMBER 017	- COLUMN A - FSFN OCA Summary & Detail Report*		- COLUMN C - FSFN Payment records with no OCA Disposition Dates (Source: FSFN Payment Download**)	- COLUMN D - (COLUMNS A-B+C) Adjusted FSFN OCA Summary & Detail Report Totals		- COLUMN E - CBC's Monthly Actual Expenditure Report (Excluding Administrative Cost by OCA)	- COLUMIN F - (COLUMINS D - E) Difference (Adjusted FSFN OCA Summary & Detail Report is MORE THAN or LESS THAN the CBC's Monthly Expenditure Report	<ul> <li>COLUMN G - Payments or Overpayment</li> <li>Adjustments Processed</li> <li>through FSFN Incorrectly which results as a Reconciling Item that will NEVER Clear</li> </ul>	- COLUMN H - (COLUMNS F - G) Amount to be Reconciled in Section B		O O T N O T E S
	OCA	FSFN OCA Summary & De	tall Report Run Date:	FSFN Payment Download Run Date:				1000000000000000000	(Source: FSFN OCA			
ADOPTION:		10/15/2	2017	10/15/2017				SEPTEMBER 2017	Summary & Detail Report)			
Ň	4P000	\$ 12,000.00		\$ -	\$ 12,000.00		\$ 3,000.00	9,000.00	s -	9,000.00	add'ti info reg'd	1
3	I9MAS	\$ 95,646.70		\$ .	\$ 95,646.70		\$ 95,646.70	0.00	\$ -	0.00	pk	2
S	FMSA	\$ -		\$ .	\$ -		\$ -	0.00	\$ -	0.00	<u>ek</u>	3
v	V0006	\$ 449,854.52		\$ -	\$ 449,854.52		\$ 449,854.52	0.00	\$ -	0.00	<u>ok</u>	4
V	VR001	\$ 1,015,185.40		\$ .	\$ 1,015,185.40		\$ 1,016,685.40	(1,500.00)	s -	(1,500.00);	add'tl info reg'd	5
	ASOCS	5		5	s	H	\$	0.00	\$	0.00	ok	6
	CHOAT	\$ .		\$ .	\$ -		\$	0.00	\$ -	0.00	ok	7
	CHFSS	\$ 164,251.00		5 .	\$ 164,251.00		\$ 3,768.00	160,483.00	\$ -	160,483.00	add'tl info regid	8
	CHPES	s .		5 .	s -		5 .	0.00	s -	0.00	ok	9
(	CHPAO	\$ 38,868.23		s -	\$ 38,868.23		\$ 9,529.66	29,338.57	s -	29,338.57	add'ti info reg'd	10
(	CSOOH	\$ 72,124.44		\$ .	\$ 72,124.44		\$ 88,926.73	(16,802.29)	s -	(16.802.29)	add'ti info reg'd	11
	CSOAS	\$ .		\$ .	\$ -		\$ -	0.00	\$ 2	0.00	pk	12
	CSOIH	\$ -		ş .	s -		\$ -	0.00	\$ -	0.00	ok	13
1	EFCFH	\$ 7,365.00		\$ .	\$ 7,365.00		\$ 7,365.00	0.00	\$ -	0.00	ok	24
E	FCGH	\$ 800.00		s -	\$ 800.00		\$ 800.00	0.00	s -	0.00	ok	15
1	EFCOE	\$ -		s .	s .		s -	0.00	s -	0.00	ok	16
	EFCSL	\$ 12,159,00		\$	\$ 12,159,00		\$ 12,646,00	(482.00)	\$	(487.00)	add'ti info reg'd	17

1i. The Detailed General Ledger for the month in which the Monthly Actual Expenditure Report is being submitted for has been received.

The Detailed General Ledger should be submitted in an Excel "flat file" format. At a minimum, it should contain each detailed payment with amount, provider and/or client, a form of transaction and/or reference number, Invoice number, date of entry, and the detailed account code as provided in the CBC's approved Cost Allocation Plan. Please make sure the format received is in the same format, with the same data elements, as the previous month's "flat file" received.



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1j. Print the FSFN Adoptions Finalized by Month & Cumulative SFY Statewide by District by Agency Report (Adobe format) from FSFN, <b>if</b> the report was not received		
by the CBC.		

The Adobe format of the FSFN Adoptions Finalized by Month & Cumulative SFY Statewide by District Agency Report can be obtained through "Reporting" in FSFN; this report looks like:

Elle	L04Adoptions14-15MayAdvance Edit View Document Com	pdf - Adobe Acrobat Pro ments Forms Tools A	dvanced	Window	v <u>H</u> elp										00	×
1.5	Create * 💭 Combine * 🔬 Co	laborata e 🔗 Secure e 🥠	Cion *	Eorn		Multimed		Comment								
. 🌩		Jecore · J	- Sign -		· •	Hardined	u · 🥥	comment								
	· 🖶 🗀 🖂 🏠   🕁 🤜	1/2 Ik 🖤 🕯	R 💌	84.3	% -		Find		-							
	Bookmarks	Florida Safe Famil Adoptions Finalized by Month Statewide by District by Agence For the Floral way becoming 7/1	lies Net & Cumulations (2014 - 6/30	work							Re	port Run Da	to: 4/12	2016 11 Pag	1:08:25AM (e 1 of 2	Î
چيز	by Month & Cumulative SFY	District/Agency	Jul-14	Aug.14	Sep.14	Oct.14	Nov-14	Dec-14	Jan-15	Feb.15	Mar.16	Apr-15	May-15	Jun-15	SFY to date cumity total	
	District 2	District 1														
	District 3	Families First Network	11	21	19	15	28	29	2	4	7	0	0	0	136	=
	District 4	District 1 Total	11	21	19	15	28	29	2	4	7	0	0	0	136	
	B District 7	District 2							0				0	0		4 H.
	District 7	BIO BEND CRC WEST				15	14	•	0				0	0	51	4 H.
	District 8	District 2 Total		10	7	22	24	42	- 0	14	10		0	0	136	6 H.
	B District 9	District 3		10		60		14			10	-			1.50	1 III
	B District 10	PARTNERSHIP FOR STRONG	10	4	6	33	31	25	4	16	11	0	0	0	140	1 💷
	BA District 11	District 3 Total	10	4	6	33	31	25	4	16	11	0	0	0	140	i III
	District II	District 4														1 11
	<sup>10</sup> District 12	Family Support Services	31	34	27	34	24	41	12	20	24	1	0	0	248	1 1
	District 13	Kids First of Florida Inc	3	6	6	9	4	7	0	3	0	0	0	0	38	1
	District 14	District 4 Total	34	40	33	43	28	48	12	23	24	1	0	0	286	1
	E District 11	District 7														
	District 15	CBC of Brevard	0	2	6	8	10	4	2	6	6	1	0	0	44	
	Suncoast District	Celo of Central Horida	3	20	10	16	32	16	7	15	10	3	0	0	132	4
		Coc or seminole	2	2	5	0	5	3	7	2	10	0	0	0	30	4 I.
		District 7 Tetal	6	24	24	24	40	- 22		- 22			0	0	212	4 I.
		District 8				24	40	2.0	10	2.0	2.5				215	1 I.
		Children's Network of DW Flori	7	5	5	7	37	0	2	3	9	0	0	0	63	1 .
		District 8 Total	7	5	5	7	37	8	2	3	0	0	0	0	63	i I
		District 9														1
		ChildNet Paim Beach	8	5	13	10	25	8	2	14	16	- 4	0	0	105	1
		District 9 Total	8	5	13	10	25	8	2	14	16	- 4	0	0	105	1
		District 10														
500		ChildNet Inc	9	22	11	26	42	11	6	13	16	5	0	0	161	
		District 10 Total	9	22	11	26	42	1 11	6	13	16	5	0	0	161	- 1
Ø		District 10 Total Note: Each finalization is counted	od in the Dist	22 trict/Agency	of the Out	26 of County s	42 upenvision	Norker at the	6 time of fina	13 lization, if an	y, other wise (	orimary work	l 0	0	161	1

1k. Verify through IDS (FLAIR) the amount by OCA match the previous month's Actual Expenditure Report amounts by OCA accepted in the CBC-Financial Application system.					
---	--	--	--	--	--

Specific guidance is provided below of how to obtain this information from IDS; however, additional instructions for navigating IDS can be found at: <u>Accounting-Finance Home</u> or should you have any questions pertaining to IDS, please contact Arnold Jones, within Financial Management, via email at: <u>Arnold.Jones@myflfamilies.com</u>

Go to "DCF Web Systems Portal - Home ", then click on 'IDS Query Facility', which looks like -



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DC7 Web Systems Por	etal Home
	WSP User Guide   Change Password   Logout
DC	F Web Systems Portal - Home
Systems	06/14/2010 New - Human Resources Tracking System (HRTS)
CBC Financial Application	All portal users will have automatic access to the new and improved Human
DCFTracker	Resources Tracking System (HRTS), which will provide the ability to view your required and optional training history (My Transcript), your Work-unit
Human Resources Background Screening Application (HRBGA)	Checklist (NEO Checklist) and all professional development training opportunities (Training) tracked by Human Resource's Learning &
Human Resources Tracking System (HRTS)	Organizational Effectiveness Unit. Supervisors will have additional reporting capabilities for their unit. This replaces the Training Tracker
IDS Query Facility	application which was accessed from the Human Resource website.

After clicking on 'IDS Query Facility', the IDS Query Facility Home screen appears, which looks like -

		000020
Skip Navigation	Contact US   Co	reents
	Home	
DCF	Welcome to IDS Query Facility	
Home	Confidential - The records accessed by this facility may contain information exempt from the public record improver access or release may be subject to violation of standards of conduct.	s law.
Connect		
Query		
Upload Query	Message Board	6
Exit	The IDS Query Facility is available Monday through Saturday from 7:00 am to 7:00 pm EST. = 07/31/2014 04:52 PM	

Click on 'Query' and select the *CM-CBC Monthly Actual Expenditures (FLAIR)* query by clicking the radio button next to the title, which looks like –

Skip Navigation				Contact Us   Conte	ents   Table/View Help			
	Expenditure Detail Histor (FLAIR)] - Query	y(12/05/20	IED)[CM-CBC	Monthly Actual I	Expenditures			
DCF	Connect Record	Selection	Sort Order	Display	Query			
	Database:		Project Type:	Project:				
Home	Information Delivery System	~	Private V	Select	~			
Connect	Table:		Query Name:					
Query	Select	~		an management of the second se				
Upload Query				Search				
Exit	Query Name	Query Desc	ription					
	O BL Mnthly Executive Sum Rpts	Budget Ledger run needed to drop in the trend balances each month.						
	O Budget Allotment Comparison	Comparison for BEs 60900101 and 60910310						
	<ul> <li>Budget Ledger Version 2</li> </ul>	IDS run of Bu	Budget Ledger in the same format as our Salary Analysis.					
	CBC Monthly Actual CBC Monthly A							
		Checklist, Section 1k.						
<	<ul> <li>CM-CBC Monthly Actual Expenditures (FLAIR)</li> </ul>	Query used to verify expenditures, by OCA, recorded in FLAIR match the Actual monthly expenditures reported by the CBC on the CBC Monthly Actual AIR) Expenditure Report. This review is from the Monthly CBC Invoice Review Checklist, Section 1k.						
	Run Gunny She	W Output	Delete Ouer/	Delete Project	Reset			



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If this query is not saved here in this Private folder, then contact the Office of CBC/ME Financial Accountability via email at <u>HQW.CFO.Fiscal.Accountability@myflfamilies.com</u> for assistance.

Prior to running this saved query, update the 'Machine Gen Date Between' to modify the "from" and "to" dates as needed. Then click on the Run Query button.

The file will then display as:

Do you want to open or save TRHISTEXP1016_Results_10_18_2016 5_44_46 PM.xls from finn	ngt.dcf.state	.fl.us?		:	×
	Open	Save	•	Cancel	

Open the file, place a filter on the Header row, then in the INVOICE NO Column, select the expenditure months that still need to have the actual expenditures verified.

Actual payments recorded in FLAIR should be verified for each month within the current fiscal year. Even though there is a lag time between the Monthly Actual Expenditure Report being approved by the Office of CBC/ME Financial Accountability and those actual expenditures being entered into FLAIR by the Administrative Services Support Center (ASSC), the actual expenditures recorded in FLAIR should be verified and noted within the 1k. "Comments" section which month(s) the verification is still outstanding for and which month(s) verification was actually verified for the time period in which the checklist is being completed for.

For example:

- If the *Monthly CBC Invoice Review Checklist* is being completed for the October Actual Expenditure Report submission, but upon review of IDS there were no actual expenditures recorded in FLAIR, the Contract Manager would note, "As of 11/21/16, expenditure amounts for July, August, and September have not been entered in FLAIR."
- If the Monthly CBC Invoice Review Checklist is being completed for the October Actual Expenditure Report submission, but upon review of IDS only July actual expenditures have been entered in FLAIR, the Contract Manager would note: "On 11/21/2016, actual expenditures were verified for July and all amounts entered in FLAIR match by OCA to the amounts reported in the CBC-FA System. As of 11/21/2016, expenditure amounts for August and September have not been entered in FLAIR." {Since July's actual expenditures have been verified, there is no need to mention July on the checklist anymore.}

If the actual expenditures recorded in FLAIR do not match the amounts reported in the CBC-FA System, then contact the Office of CBC/ME Financial Accountability via email at <u>HQW.CFO.Fiscal.Accountability@myflfamilies.com</u> to request verification indicating which month's expenditures recorded in IDS do not match the CBC-FA System. Once the Office of CBC/ME Financial Accountability verifies the discrepancy, then the Contract Manager needs to send the IDS downloaded



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# detailed information for the month in question to Cindy Grammas, within the ASSC, at <u>Cindy.Grammas@myflfamilies.com</u>.

Format	Yes	No	Not Applicable	Comments
2a. Verify invoice is on, or attached to, provider letterhead.				
2b. Verify invoice is signed and dated by an authorized individual.				
2c. Verify invoice is for correct month of service for payment advance.				

The invoice should list the month and year of the advanced payment request and be provided on the CBC's letterhead, signed and dated by an authorized individual for the CBC.

Review Fixed Payment Request		No	Not Applicable	Comments
3a. Verify invoice amount is equal to one (1) month's worth of the remaining undistributed fiscal year contract amount.				

For CBCs in which an amendment has occurred during the state fiscal year, verify the revised invoice amount is correct.

3b. Verify all expenditure reports and supporting documentation are clearly identified with the Lead Agency's name and contract number.		
Ageney e hame and contract hamben.		

Every document, either in Adobe, Excel, or Word file/format should have the CBC's Name and Contract Number included within the document and the Contract Number should be included in each document's file name. Below are some examples of such file names:



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	) ## +
1	Name A
	📙 CFO Group
	🖄 CBCCF PSSF Monthly Report - Feb 2015 GJ501
1	Executed amendment 3 and February GL for Seminole_Email
1	GJ501 Seminole's April invoice with February Reports_Email
1.1	🚡 GJ501-A03
	🛣 GL Detail GJ501 Feb 2015 1 of 1 optimized
(	🛀 Monthly CBC Invoice Review Checklist_April 2015
-	🕙 OCA+Reconciliation+V2+GJ501+February+2015
	OCA+Roll-Up+V2+DETAIL+GJ501+February+2015
	🔽 OCA+Roll-Up+V2+GJ501+February+2015
	l Payment + Downlaod + File + GJ501 + February + 2015 + run + 3.2.15
	🛀 Revised Copy of SFY 14-15 FSFN to CBC Expenditure Report RECONCILIATION TEMPLATE GJ501 Sem - Fel
(	🕙 State Access Visitation Local Match Feb 2015 GJ501
	State+Funds+Carry+Forward+Report-CBCCFL-GJ501+Feb+2015
	🛣 Summary, April 15 invoice, adopt rpt GJ501

Review and Analyze Actual Expenditure Report and Supporting Documentation		No	Not Applicable	Comments
4a. Verify expenditure report is for prior month of service.				

Always verify that all expenditure report's documents received are for the prior month of services; for example, the Expenditure Report received on the 20<sup>th</sup> of April should be for March expenditures.

4b. Verify the amounts from the CBC Monthly Actual Expenditure Report within the CBC Financial Application match the CBC's General Ledger version of its generated OCA Summary Report, Trial Balance, and/or Detailed General Ledger <i>(used to complete the Monthly Actual Expenditure Report)</i> for all OCAs.		
If not, please provide an explanation.		

Before going into a thorough analysis of the documentation received, <u>first</u> always check as a 'high-level' review that the total amount of the CBC's Monthly Actual Expenditure Report within the CBC Financial Application is the total amount of the CBC's Detailed General Ledger provided. This would include all expenditures listed on the CBC Monthly Actual Expenditure Report, such as administrative costs and reported carry-forward expenditures for the month.

**If** these two amounts do not equal each other, then an explanation explaining the two differences is required from the CBC and provided to the Department. *Note: Most likely, the difference is the amount of the expenditures unallowable and/or not billed to the Department's contract; however, these expenditures need to be identified by the CBC.* 



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4c. Verify FSFN to CBC Expenditure Report Reconciliation spreadsheet has been completed for the correct month in which the expenditure report is being submitted, as well as the individual's name and contact information have been entered; <u>and</u> (Please see 4d. – 4l. for other Reconciliation spreadsheet review items):

|--|--|--|--|

(	BC LEAD AGENCY:	CBC Lead Ag	ency XYZ, Inc.		CONTRACT:	FM114	
	This Month's Recon	ciliation completed by:	Maggie Greene	Contact Info (Email or Phone):	MGreene@CBCL	eadAgencyXYZ.org	To FSFN
S						COLUMNIE	

In order for the Office of CBC/ME Financial Accountability to perform post audits of submitted CBC Monthly Actual Expenditure Reports, as well as provide justification to any other non-DCF auditor completing his/her own review, the following details **must** be included in the FSFN to CBC Expenditure Report Reconciliation spreadsheet each month:

4d. Date Parameters and Run Dates for the FSFN OCA Summary and Detail Report have been entered <u>and</u> match the dates on the FSFN OCA Summary and Detail Report (Adobe format) received;					
---	--	--	--	--	--



Note: If these dates do not match, please return to the CBC for correction.

4e. FSFN OCA Summary and Detail Report, OCA Summary – Grand Total tab's amounts by OCA match the amounts entered in the reconciliation spreadsheet (Column A);					
---	--	--	--	--	--

The amounts listed in Column A of the reconciliation spreadsheet **must** equal the amounts, by OCA, of the submitted FSFN OCA Summary and Detail Report. **Note:** If these two amounts do not equal, <u>please</u> return to the CBC for correction prior to approving the Monthly Actual Expenditure Report.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017



Please Note: This illustration is using the SFY16-17 FSFN to CBC Expenditure Report Reconciliation Template.



**Please Note:** Remember if the CBC uses different Date Parameters for the Service Batches from FSFN, then the sum of Column A from the FSFN to CBC Expenditure Report Reconciliation spreadsheet will need to be compared to the <u>sum</u> of **all** FSFN Summary and Detail Report, OCA Summary – Grand Total tabs, submitted by the CBC.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

4f. Payment records are highlighted on the FSFN Payment Download <u>if</u> amounts by OCA are entered in the "FSFN Payment records with no OCA Disposition Dates" Column (Column C);					
---	--	--	--	--	--

If an amount is entered in Column C of the reconciliation spreadsheet, then those payment records must be highlighted on the FSFN Payment Download export that was submitted by the CBC for the month being reviewed. *Helpful Hint:* Please go back to Section 1f., beginning on page 5, for more information on verifying the payment records highlighted on the CBC submitted FSFN Payment Download.

4g. Amounts by OCA entered in the "CBC's Monthly Actual Expenditure Report" Column (Column E) match the amounts entered into the CBC-Financial Application's		
Monthly Expenditure Report;		

Column E of the reconciliation spreadsheet <u>must</u> equal the amounts listed in "Amount" Column of the Monthly Expenditure Report in the CBC-Financial Application system.

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Please Note: This illustration is using the SFY16-17 FSFN to CBC Expenditure Report Reconciliation Template.

**Note:** If these two amounts do not equal, <u>please return to the CBC for correction prior to approving the</u> <u>Monthly Actual Expenditure Report in the CBC-FA System</u>.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

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Chafee - RTI Aftercare Services - Other	CHOA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Chafee Independent Living & Life Skills Eligible	KRLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EFC Allowance Payment (Chafee Eligible)	KRAG	5,410.00	5,410.00	0.00	5,410.00	0.00	5,410.00	0.00
State Funded Chafee II. Admin & Other	AC00	0.00	0.00	0.00	0.00	0.00	0.00	0.60
State Funded Chafee Aftercare	ACOAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Chafee Education & Voucher Program - Scholarship (Chafee ETV Eligible)	ACCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Independent Living Program - RTI Scholarship	ACCS	0.00	0.00	0.00	0.00	0.00	0,00	0.00
State Funded Chafee Independent Living & Life Skills Eligible	ACLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Independent Living and Road-to-Independence Program Administration - Chafee Ineligible	KR100	7,090.30	7,090.30	0.00	7,090.30	0.00	7,090.30	0.00
State Funded Indpendent Living & Life Skills - Chafee Ineligible	KRL10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Independent Living Program - RTI Scholarship	SF08S	2,512.00	2,512.00	0.00	2,512.00	0.00	2,512.00	0.00
State Funded Adoption/Guardianship - RTI Scholarship	SFAG0	1,791.00	1,791.00	0.00	1,791.00	0.00	1,791.00	0.00
Supplemental Board Rate - Life Skills and Normalcy Supports	SFSBR	4,013.55	4,013.55	0.00	4,013.55	0.00	4,013.55	0.00
State Funded EFC Allowance Payment (Chafee Eligible)	ACKRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EFC Foster Home - Room & Board	EFCFH	6,939.0	6,939.00	0.00	6,939.00	0.00	6,939.00	0.00

4h. Differences between the Adjusted FSFN OCA Summary and Detail Report and the Monthly Actual Expenditure Report (Column F) are explained in Section B (Detailed List of Reconciling Items) of the spreadsheet;

Any amount listed in Column F of the reconciliation spreadsheet **must** be listed in detail by each individual payment within Section B of the spreadsheet.

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Please Note: This illustration is using the SFY16-17 FSFN to CBC Expenditure Report Reconciliation Template.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

4i. All data fields, within Section B, for each detailed reconciling item have been accurately completed;

Detailed information includes:

- Payment Amount;
- Client Name;
- Client's FSFN Person ID Number;
- Payment Begin Date;
- Payment End Date;
- The system in which the payment is currently recorded in, causing the reconciling item;
- The action required to clear the payment from being a reconciling item;
- The Date in which the action was taken that cleared the reconciling item (This data field is required if 'Cleared Item' is listed in the "Action Required to Clear (In FSFN, GL, or a Cleared Item) Column.);
- The Original Month the reconciling item was first reported in the reconciliation spreadsheet (This data field is required if 'Cleared Item' or 'N/A' is listed in the "Action Required to Clear (In FSFN, GL, or a Cleared Item) Column.)
   PLEASE NOTE: 'N/A' is only used when amount being reconciled is being reported to the Department in a State Fiscal Year (SFY) outside the current SFY. These reconciling items will never clear within the current SFY and will be identified separately as such; and
- A Comment or Explanation of the cause of the reconciling item.

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0	JULY 2016	FSFN OCA	(Source: ESEN OCA	OCA DIS	position Dates	Adjusted ESEN OCA	Expendi	iture Report	Detail Report is MORE		N	items Been	Remaining to
N		Summary & Detail	Summary & Detail	Source:	FSFN Payment	Summary & Detail Report	(Ex	cluding	THAN OF LESS THAN			Identified	Reconcileo
		Report*	Report*)	Dov	wnload)	Totals	Administr	rative Cost by	the CBC's Monthly				
~							186	ocaj	Expenditure Report		5		
	Total of Listed Items O/S	\$0.00											
ch	eck Total of Items to Balance O/S	\$0.00											
	EFCSL	Amount	Client Name	FSFN	Person ID	Payment Begin Date	Payn	nent End Date	Currently Recorded In: FSFN or GL	Action Required to Clear (In FSFN, GL, Cleared Item, or N/A)	Date Cleared	Original Reported Month for the now Cleared Reconciling Item	Comments
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Please Note: This illustration is using the SFY16-17 FSFN to CBC Expenditure Report Reconciliation Template.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

**Note:** If these data fields are not entered correctly, indicate 'No' on the checklist. A review of these data fields will need to be discussed with the CBC by the Contract Manager for data fields to be corrected for the next month's submission. This correspondence should be documented on the checklist. If the corrections have not been made by the next month's submission, then the Contract Manager should schedule a conference call with the CBC and include the Office of CBC/ME Financial Accountability.

4j. A sample of the detailed reconciling items has been verified through FSFN and noted as being an accurate reconciling item. Please list which OCAs with reconciling items were sampled;		
4k. A sample of previous months' detailed reconciling items, noted as "timing differences" between the GL and FSFN, has been reviewed for the reconciling item's offset (Cleared Items). Please list which OCAs with reconciling items were sampled; and		

From Section B, sample some of the reconciling items to see if the details provided of the reconciling item are accurate and/or if the item listed is a true reconciling item for the OCA it was identified for. Indicate in the Comments section some of the reconciling items that were validated during this monthly review.

Examples of how sampling reconciling items can be verified are:

- 1. Go into FSFN Payment Download and enter the Client's FSFN Person ID for a span of several months using the Payment Service Dates to see if:
  - a. Was the Client's FSFN Person ID correct? If not, either a different client's name will appear or the following message will appear:

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b. If 'Action to Clear' the reconciling item was to enter the payment in FSFN, check to see if the payment, as of the review date, has been entered into FSFN.



**REFERENCE GUIDE** 

Created on May 1, 2015; Updated as of October 20, 2017

OCA EFCOE had still not been entered into FSFN for this client.

For example, in the above reconciling item, as of May 1, 2015, the amount of \$64.00 to

- c. If a reconciling item is listed as currently being recorded in FSFN, then verify in FSFN if the payment can be found for the OCA, payment service dates, and amount as detailed in Section B.
- 2. Using the CBC's General Ledger, verify the reconciling items listed as currently being recorded in the General Ledger to match up these specific payments.

**Please Remember:** It is always good practice to also check the status of reconciling items identified in prior months. If a reasonable amount of time has passed for these entries to be made in the offsetting system, i.e. FSFN or General Ledger, contact the CBC and have them provide an update.

4l. If accruals are recorded as the reconciling items, the Accruals tab within the spreadsheet has been completed by the CBC explaining how accruals were determined.

|--|--|--|--|

For the reconciling items listed where a monthly accrual for the OCA is being used, verify that the methodology for determining the accrual is provided on the "ACCRUALS" Tab within the FSFN to CBC Monthly Expenditure Report Reconciliation spreadsheet.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

S E C T I O N	OCTOBER 2016	- COLUMN B - LESS: Prior Period Payments (Source: FSFN OCA & Detail Report* Summary & Detail Report*)		- COLUMN C - FSFN Payment records with no OCA Disposition Dates (Source: FSFN Payment Download**)	- COLUMN D - (COLUMNS A-B+C) Adjusted FSFN OCA Summary & Detail Report Totals	- COLUMN E - CBC's Monthly Actual Expenditure Report (Excluding Administrative Cost by OCA)
Ch	eck Total of Items to Balance	\$0.00				
	0/0	\$0.00				
	LCRGE	Amount	Client Name	FSFN Person ID	Payment Begin Date	Payment End Date
	Footnote 30:		Retu	rn to Section A		
Tot	al of Difference to Reconcile	\$66,845.70				
1	Sept 16 Accruals	\$210,353.00	None	None	9/1/2016	9/30/2016
2	Oct 16 Accruals	(\$131,251.00)	None	None	10/1/2016	10/31/2016

Please Note: This illustration is using the SFY16-17 FSFN to CBC Expenditure Report Reconciliation Template.



The above is an example of a CBC's recording of accruals in the reconciliation spreadsheet, as well as the responses to the questions within the Accruals Tab where the CBC explains the methodology used to how the accruals are recorded and the amounts determined. When comparing the accrual amount recorded for LCRGE to the responses provided within the Accruals Tab, it is still difficult to understand why the amount recorded in FSFN for September was so much greater than what had been listed as one (1) month of accruals recorded in the General Ledger.

**Note:** The Office of CBC/ME Financial Accountability will be addressing the recording of accruals on a CBC-by-CBC basis to ensure the explanation of the CBC's methodology is clear and can be followed from beginning to end.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

		r			
4m. Go to the	Tableau Monitoring Reports website at:				
https://tableau	.dcf.state.fl.us/#/site/Administration/workboo				
ks/1229/views	*Please use Google Chrome Internet Browser when				
using this link* Th	en, review payments recorded by OCAs for				
allowability ba	sed on age (See Page 6 for OCAs).				
This review inc	sludes verifying were:				
1) Maint	enance Adoption Subsidy payments made				
child	adopted child past the month in which the				
2) Licen	sed out-of-home care foster care		_		
maint	enance payments made for children on or				
past t	he child's 18 <sup>th</sup> birthday;				
<ol><li>Exten</li></ol>	ded Foster Care payments made on or past				
a chil	d/young adult's 21 <sup>st</sup> birthday, or 22 <sup>nd</sup> birthday				
with a	documented disability;				
	e funded payments (OCAS CHUAT, CHESS,				
child/	vound adult's 21 <sup>st</sup> hirthday: and				
5) Indep	endent Living or Road-To-Independence				
Progr	am payments made on or past a young				
adult'	s 23 <sup>rd</sup> birthday; and				
6) Exten	ded Foster Care or Road-to-Independence				
Progr	am payments made <b>prior</b> to the child/young				
adult	s 18" birthday.				
If	and the name of the scheme items in the set of the				
IT YES IS ANSWE	ered to any of the above items, please list the				
FOR PEISON	Number for the payments in question.				

While this process is expected to be completed by the CBC by using the FSFN OCA Summary & Detail Reports, the Contract Manager must verify that the payments made to and/or on behalf of clients are allowable based on the client's age.

**Note:** While there are other factors for determining allowability of expenditures, this process is just to verify the allowability of the expenditure based on the client's age.

*{Intentionally Left Blank}* 



**REFERENCE GUIDE** 

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From the Tableau Monitoring Reports, click on each workbook to complete the various items listed in Data Element 4m. of the checklist. Below is an illustration of one of the workbooks being reviewed for a CBC to help demonstrate how "findings" or "no findings" would be viewed and extracted by the Contract Manager.

Click on the desired workbook,



#### > Using the Adoption Subsidies workbook as an example, once selected, the workbook looks like:

Adoption Subsid	les Foster Car	e Payme	nts Extended Foster Care Paym	ents CHAF	EE Funded Payments Inde	pendent Livir	ig or Road	to EFC, IL	and RIL Pay	ments Non	Recurring A	doption Expen	Duplicate Payments
	ļ,	Mair	itenance Adoptio	n Subs bast a c	idy payments i hild's 18th bir	nade fo thday	or an	adopte	d child	k.			Select Fiscal Year (Multiple values)
223	Hereiterer	1253	6.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	Venne		X 2201 I	20120		a partita				Select Fiscal Agen
IC	Service Batch	OCA	OCA Tide	Ovid ID	Concession of the International Concession of the Internationa	008	1.ge	Juy	August	September	October	November	CBC of Brevard
C of Brevard	Adoption	300CW	CIIC-CHILD WELL ADOPT. SUBSIDIES	536971	And Address of Concession of	06/23/97	18.10			\$0.00			CBC of Central Flori
		WR001	CBC-IVE ADOPTION SUBSIDIES	506743	the second se	10/19/98	38.12						CBC of Seminole
				507727	manifold and a	10/22/98	18.11						ChildNet Inc
IC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	101584061	contract of the local division of the local	11/08/96	18.72	\$412.00					Chionet Paim Beac
							38.51		5-412.00				COMM PARTNERSHOP P
							18.89			5-412.00	2.001		Fickard Community
							18.98				\$-412.00		Family Support Ser
	200000						19.06					\$-412.00	HEARTLAND FOR C
BC of Seminole	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	105328784	manager starts, and	08/14/98	18.13						Kids Central Inc
				105701350	reading and the second second	01/20/99	18.11						Our Kids Inc
ildNet Inc	Adoption	WR.001	CBC-SV-E ADOPTION SUBSIDIES	512105	COMPANY, STOTAGE	06/13/97	18.13	\$0.00					PARTNERSHIP FOR
				512460	April 1971	08/14/97	18.13			\$0.00			V Sarasoca YMCA
				512903	second to be	01/02/99	18.16						
				105262646	station, one cost	01/21/99	18.11						
AdNet Palm Beach	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	510205	man, more set	06/18/98	18.12						
				510328	THE PARTY OF	06/19/98	18.12						
				510549	second contract	06/26/98	18.10						
				103188649	the state of the second	06/25/98	18.10						
INM PARTNERSHIP FOR FLOREN	Adoption	39MA5	CBC TANF MAINTENANCE ADOPTION S.	517870	many region	04/11/98	18.14						
Startiges .		WR001	CBC-TV-E ADOPTION SUBSIDIES	517869	many reserves.	04/07/98	18.15						
				517871	NUMBER OF STREET	04/15/98	18.13						
				518591	and compared	05/20/97	18.20	\$9.00					
							10.25		\$9.00				
							18.36			\$0.00			
							18.45				\$0.00		
							18.53					40.00	



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- Select Fiscal Year Select Fiscal Agency (Multiple values) ✓ (AII) CBC of Brevard (All) FY 2000-01 ✓ CBC of Central Florida FY 2002-03 ✓ CBC of Seminole FY 2003-04 ✓ ChildNet Inc FY 2004-05 ✓ ChildNet Palm Beach FY 2005-06 FY 2006-07 ✓ COMM PARTNERSHIP FO FY 2007-08 Eckerd Community Alterr EY 2008-09 Ckerd Community-Hillsb FY 2009-10 Family Support Services FY 2010-11 FY 2011-12 ✓ HEARTLAND FOR CHILDI FY 2012-13 ✓ Kids Central Inc FY 2013-14 ✓ Our Kids Inc FY 2014-15 ✓ FY 2015-16 ✓ PARTNERSHIP FOR STRC FY 2016-17 Sarasota YMCA FY 2017-18
- Make sure the FY(s) and CBC(s) being reviewed are checked off, which looks like:

**Note:** If the CBC being reviewed is not being reflected within the FY selected, then this means there are no "findings" for that CBC for the item being completed. For example, Families First Network (FFN) is not being reflected above for the FYs checked above within the Adoption Subsidies workbook; therefore, FFN has not processed any payments through FSFN to an adopted family past the adopted child's 18<sup>th</sup> birth month. The Contract Manager would then move to the next workbook within Tableau – Monitoring to the next item on the list to review.

When there is a finding for a CBC, the Contract Manager can then click on the CBC(s) not assigned to him/her and 'Exclude' that CBC from the list <u>or</u> uncheck the checkboxes for the other CBCs from the 'Select Fiscal Agency' section.

						Select Fiscal A 😨 🔎 🔻
						(All)
						CBC of Brevard
					526761	CBC of Seminole
Family Support Services	Adoption	WR001	CBC-IV-E ADOPTION S	UBSIDIES	104119981 504891	ChildNet Inc
HEARTLAND FOR CHILDREN INC	Adoption WR001 CBC-IV-E ADOPTION		UBSIDIES	105478624	ChildNet Palm Beach	
~	Keep Onl X	Exclude				Eckerd Community-Hillsb
41	tems selected -	SUM(IFC	OCA Amount): 0.00			Family Support Services
Our Kids Inc	AT AND FOR CUILOREN INC.		SIDIES	514481	HEARTLAND FOR CHILD	
10	INTERINO FOR S	A HELPISLIN	Dire.		516630	✓ Our Kids Inc

> Once this is done, the results will look like:

< Adoptio	n Subsidies Foster Car	re Paymen	ts Extended Foster Care Pay	ments CH	AFEE Funded Payments	Independent Livin	g or Road to	E	FC, IL and P	RIL Payme
	Maintenan	ice A	loption Subsidy past a chil	paym d's 18	ents made fo th birthday	or an adop	ted ch	ild		
		_					-	-	FY 2016-17	
CBC	Service Batch	OCA	OCA Title	Child ID	Child Name	DOB	Age	July	December	January
Our Kids Inc	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	514481		06/15/98	18.13	\$0.00		
				516630		11/16/98	18.12		\$0.00	
				7352698		06/11/96	18.39		\$343.00	
							18.48			\$343.00



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The Contract Manager can then either make a screenshot of this by clicking "Ctrl + Alt + Print Screen", then pasting it on Word document to send to the CBC or click on the 'Download' option of the Tableau report, which will then drop the detail into a .csv file, then save the file as an Excel spreadsheet to send to the CBC.

			_				
*II Original View	Subscribe	e of	Share	, c	ownload [_]	Full Scre	en
and RIL Payments No	on Recurring	Adopt	tion Expen		Duplicate Payn	nents	>
Summary Full data	Share Image Data Crosstab PDF Tableau We	Download	fi Fi Choose t	:he '	'Data' option.		
Showing first 4 rows. Download all rows as a text file Age CBC Child ID Child	d Name DOB	Fiscal Year	MONTH(OCA End Date)	OCA	OCA Title	Service Batch	SUM(IFC OCA Amount
18.13 Our Kids Inc 514481	6/15/1998	FY 2016-17	July	WR001	CBC-IV-E ADOPTION SUBSIDIES	Adoption	0
18.12 Our Kids Inc 516630	11/16/1998	FY 2016-17	December	WR001	CBC-IV-E ADOPTION SUBSIDIES	Adoption	0
18.48 Our Kids Inc 7352698	8/11/1998	FY 2016-17	January	WR001	CBC-IV-E ADOPTION SUBSIDIES	Adoption	343
Showing first 4 rows. Download all rows as a text file	8/11/1998	PT 2016-17	December	WR001	CBC-TV-E ADOPTION SUBSIDIES	Adoption	343

Then click on the 'Download all rows as a text file' link, which will download as a .csv file.

Continue this process identified above until all items listed in Section 4m., of the *Monthly CBC Invoice Review Checklist*, have been completed. Note any findings discovered in the Comments section within the checklist.

As of October 18, 2016, the OCAs within the various programs listed within Section 4m. of the checklist are as follows:

- Maintenance Adoption Subsidies / Section 4m.1) Review
  - o 39MAS;
  - o SFMSA
  - o WO006; and
  - o WR001.
  - Tableau Monitoring Report Adoption Subsidies



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- Licensed Out-of-Home Care / Section 4m.2) Review
  - o CHPAO;
  - o LCFH0; and
  - o LCRGE.

**\*Please Note:** When reviewing these payment records for **Section 4m.5**), 'Payment End Date' must be a date on or prior to the child turning 18 years old <u>and</u> the last payment must be prorated.

- Tableau Monitoring Report Foster Care Payments
- Extended Foster Care / Section 4m.3) and Section 4m.4) and Section 4m.6) Review
  - o EFCFH;
  - o EFCGH;
  - EFCSL\*;
  - o EFCOE\*;
  - o EFPES;
  - o EGPES;
  - o EOPES\*;
  - o EPESO\*;
  - KRA00\*; and
  - o KRAIO\*.

\*Please Note: When reviewing these payment records for Section 4m.3), 'Payment End Date' must be a date on or prior to the young adult turning 21 years old, or 22 years old if the young adult has a documented disability in FSFN, <u>except</u> for the OCAs listed above with an asterisk (\*). These OCAs may have a 'Payment End Date' at the end or the 21<sup>st</sup> birth month, or 22<sup>nd</sup> birth month if the young adult has a documented disability in FSFN.

When reviewing these payment records for **Section 4m.4**), 'Payment End Date' must be a date on or prior to the young adult turning 21 years old.

- Tableau Monitoring Report Extended Foster Care Payments & Chafee Funded Payments
- Independent Living Program (Prior to January 1, 2014) / Section 4m.4) and Section 4m.5) and Section 4m.6) Review –
  - o CHFSS;
  - o SFOSS;
  - o ETVSS; and
  - o SFAG0.

**\*Please Note:** When reviewing these payment records for **Section 4m.4**), 'Payment End Date' must be a date on or prior to the young adult turning 21 years old.

Tableau Monitoring Report – Chafee Funded Payments



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When reviewing these payment records for **Section 4m.5**), 'Payment End Date' must be a date on or prior to the young adult turning 23 years old <u>and</u> the last payment must be prorated.

- Tableau Monitoring Report Independent Living or Road To Independence
- Road-to-Independence Program (Effective January 1, 2014) –
   Postsecondary Educational Services & Supports (PESS) / Section 4m.4) and Section 4m.5) and
   Section 4m.6) Review
  - o CHPES;
  - o SFPES; and
  - o ETVPS.

\*Please Note: When reviewing these payment records for Section 4m.4), 'Payment End Date' must be a date on or prior to the young adult turning 21 years old. {Suggestion being made to the CBCs is to end the Chafee funded OCA CHPES FSFN Service Type the month prior to the young adult turning 21 and then open the corresponding State funded OCA SFPES FSFN Service Type.}

Tableau Monitoring Report – Independent Living or Road To Independence

When reviewing these payment records for **Section 4m.5**), 'Payment End Date' may be the last day of the birth month for the young adult turning 23 years old <u>and</u> the last payment should equal \$1,256. \*Please Note: An additional review of these payments is completed by the Office of CBC/ME Financial Accountability, Financial Monitoring Unit to ensure that the FSFN Service Type was ended on or prior to the young adult's 23<sup>rd</sup> birthday. Please see FSFN Payment Reference Guide for additional information on when FSFN Service Types for the Road To Independence and Extended Foster Care Programs. <u>FSFN Payment Reference Guide</u>

Tableau Monitoring Report – Chafee Funded Payments & Payments Exceeding \$1256

Aftercare Services / Section 4m.5) and Section 4m.6) Review -

- o CH0AT;
- o ETVAF;
- $\circ \quad \text{SF0AT; and} \quad$
- o SFSRA.

\*Please Note: When reviewing these payment records for Section 4m.5), 'Payment End Date' must be a date on or prior to the young adult turning 23 years old. {Suggestion being made to the CBCs is to end the Chafee funded OCA CHOAT FSFN Service Type the month prior to the young adult turning 21 and then open the corresponding State funded OCA SFOAT FSFN Service Type.}

- Tableau Monitoring Report Independent Living or Road To Independence
- Tableau Monitoring Report Chafee Funded Payments



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4n. If unallowable payments were discovered while completing 4m., the appropriate staff within the CBC was/were notified and when the correction is expected to be made: Date Notified:			
CBC Staff Notified:			

If an unallowable payment, based on the client's age, is discovered, the CBC must be notified of the unallowable payment(s), then:

- 1. Enter the date the CBC was notified; and
- 2. The CBC staff notified, as well as when the correction is expected to be made.

If the notification is completed via email, then include the email correspondence between the Contract Manager and CBC, which should include the notification and CBC's response, along with the Invoice submission to DCF /Headquarters. **Note:** If email correspondence is being submitted with the Invoice, please indicate this within the Comments section. If email correspondence is not being submitted, provide an explanation within the Comments section of the CBC's response.

4o. If unallowable payments were discovered while completing 4m. during the prior month's review of the Monthly Actual Expenditure Report. has the CBC:		
1) Made the necessary corrections in FSFN to back		
<ul> <li>a) Reported the credited amount(s); and month's Monthly Actual Expenditure Report.</li> </ul>		
OCA(s) in which a credit <b>was</b> applied to: OCA(s) in which a credit is <b>still required</b> :		



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 Indicate if the identified unallowable payments have been reversed in FSFN. If not, then provide an explanation in the Comments section the status of when the reversal in FSFN is scheduled to be completed. If there are multiple months requiring reversals to be made, please indicate which month the current reversal is for, as well as which month still requires a reversal to be completed; for example:

OCA(s) in which a credit was applied to:

FSFN January reversal: 39MAS - \$834; KRA00 -\$600 GL January reversal: KRA00 - \$600

OCA(s) in which a credit is still required:

```
FSFN February reversal: WR001 - $417; CHPES -
$1,256
GL January reversal: 39MAS - $834
GL February reversal: WR001 - $417; CHPES -
$1,256
```

2) Indicate if the identified unallowable payments have been reversed in the CBC's General Ledger. If not, then provide an explanation in the Comments section the status of reversal in the General Ledger for these unallowable payments. {If there is not enough room to enter the information by OCA and amount in the boxes, then use the Comments section to list the remaining items.}

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4p. If expenditures are being reported on the Monthly Actual Expenditure Report in the CBC-FA System to OCAs CHPA0, AS0CS, or PVSCS, verify these expenditures were also processed through FSFN for the reporting period and/or the payment records are documented in the detail on the FSFN to CBC Expenditure Report Reconciliation Template indicating there is a timing difference and these payment records will be processed through FSFN in the next month.			
Are expenditures being reported on the Monthly Actual Expenditure Report to OCAs CHPA0, AS0CS, or PVSCS?			
<b>If yes</b> , are the expenditures also being processed through FSFN? <i>If no is answered for this question, please reject the</i> <i>Monthly Actual Expenditure Report and have the CBC move</i> <i>the expenditures to the OCA's corresponding non-FSFN</i> <i>entry OCA; for example, CHPA0 would go to DCM00, ASOCS</i> <i>would go to AS000, and PVSCS would go to PVS00.</i>			
<b>Please Note:</b> Any correspondence on this, such as rejecting the Monthly Actual Expenditure Report <b>must be</b> documented in the Comments section.			

**Note:** If 'Yes' and 'No' are answered for this data element, <u>please return to the CBC for correction prior</u> to approving the Monthly Actual Expenditure Report in the CBC-FA System.

4q. Verify the amounts from the CBC Monthly Actual Expenditure Report for OCAs that are required for the payments to be recorded through FSFN are accounted for on the FSFN to CBC Expenditure Report Reconciliation.		
<b>If not</b> , is there clear indication that the CBC intends to record such payments in FSFN by listing such payments as detailed reconciling items in the reconciliation and/or have been accounted for in the Accruals tab?		
If there is no indication such payments will be recorded in FSFN, please have the CBC <u>reduce</u> such amounts currently being recorded on the CBC Monthly Actual Expenditure Report from the next month's submitted expenditure report <b>and</b> indicate this in the Comments section.		



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This means for all the OCAs in which the FSFN entry of the payments are required **(this includes all OCAs listed on the FSFN to CBC Expenditure Report Reconciliation Template)**, verify that all these OCAs are accounted for on the reconciliation template. If an OCA is not listed on the FSFN OCA Summary and Detail Report for a particular month, but yet expenditures are being reported on the CBC Monthly Actual Expenditure Report, then this amount <u>must</u> also be recorded in Column E within the Reconciliation spreadsheet. This would result in an amount being reflected in Column F; thereby, requiring Section B to be completed for that OCA.

**Note:** As mentioned before, Section B of the reconciliation spreadsheet **must** be completed for those OCAs in which Column D and Column E do not equal each other, **except** for the OCAs specifically identified within Section B as "**(Reconciliation between FSFN and GL is not required)**"

However, for these OCAs the CBC **still needs to enter the amounts in Column** E with the same amounts that are being reported in the CBC-FA System.

The OCAs that fall within this exception are CS00H, CS0AS, CS0IH, SAFMS, and 19MCB.

<ul> <li>4r. Were any unallowable costs identified after reviewing the CBC's detailed general ledger?</li> <li>If yes, please provide an explanation of identified unallowable costs and the correction required.</li> </ul>			
<b>Please Note:</b> This is a higher level review than that required of the CBC Transaction Sample.			

At a high level review of the CBC's detailed General Ledger, types of expenditures can easily be identified for the various sub-accounts. These sub-accounts are mapped to OCAs and the CBC has provided the crosswalk of the sub-account codes to OCA/Cost Pool in the CBC's Cost Allocation Plan. If certain types of expenditures are identified as being coded to OCAs that do not match the description of the intended purposes for the OCA in the Cost Allocation Plan, the CBC must be notified; for example:

Clothing allowances are being coded to OCA CS00H. Clothing is part of the Foster Care Maintenance Payment and should be coded to the licensed placement type in which the out-ofhome child is placed, such as OCAs LCFH0 or LCRGE. These expenditures must be entered in FSFN under a FSFN Service Type specific to Clothing Allowances.



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4s. Verify the amounts from the CBC State Funds Carry Forward Report, if applicable, are in accordance with the CBC's submitted Planned Uses of State Funds Carried Forward Report. If not, please provide an explanation.				
--	--	--	--	--

From the amounts being reported in the submitted CBC State Funds Carry Forward Report, verify the OCAs in which Carry Forward expenditures are being reported to match the OCAs specified in the CBC's submitted Planned Uses of State Funds Carried Forward Report. If they are different, then the CBC should be notified and then asked to submit a revised Planned Uses of State Funds Carried Forward Report via the CBC-Financial Application system; see below:



1. To review and approve the submitted revised Planned Uses of State Funds Carried Forward Report; and

2. Notify the Office of CBC/ME Financial Accountability the report has been accepted and is awaiting approval.

			and the second
Title	OCA	Amount	Description
udget Reserve		0.00	
ependency Case Management	CHPA0, DCM00	130,533.00	Increase to report analysis contract, Increase to Community Impact Costa Communications contract, ,
doption Services	AS000, AS0CS	0.00	
revention Services for Families Currently Not Dependent	PVS00, PVSCS	500,000.00	Prevention/Diversion clients APD should be paying for (Estimate)
Other Client Services - In Home	CS0IH	1,250,603.19	Community clients APD should be paying for (Estimate)
ther Client Services - Out of Home	CS00H	183,000.00	Summer Camp
Other Client Services - Adoption	CS0AS	0.00	
Training - Pre-Services and In-Service	TRPIS	166,666.67	DCM Supervisor Training,
raining - Foster and Adoptive Parent	TRFCA	0.00	
Other Services	PR024	267,828.00	IT Refresh, LMS Training software FT is the second second and a Reimbursement
	Total:	2,498,630.86	
Section B			
	OCA .	Amount	Description





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When reviewing the General Ledger, please make sure there is enough detailed transaction information provided within the ledger so that other individuals reviewing CBC transactions can identify what each line item recorded was for. Below is an example of submitted General Ledger that does not have enough transaction detailed information and then an example of submitted General Ledger that does.

In addition, identify some General Ledger transactions that could be sampled when the Quarterly Desk Review is completed by the Office of CBC/ME Financial Accountability.

A copy of the CBC's submitted General Ledger should be saved with these transactions clearly identified /highlighted. Also, please include in the file why this transaction was chosen, i.e. "What was it about this particular transaction that made you want to have it sampled?"

List the number of transactions you are requesting to have sampled and provide the name of the copied General Ledger file being submitted in the Comments section within the checklist.

A	В	C	D	E
ACCOUNT	SUB-ACCOUNT	ACCT-UNIT-2	GLT-AMT	DESCRIPTION
601420		8080	6000	146876 JOHN DORIAN
601420		8080	1000	77064FLAT CREEK LAW FIRM,
601480		8080	1256	3429920MARY WILLIS

Example of a General Ledger <u>without</u> enough detailed transaction information:

#### Example of a General Ledger <u>with</u> enough detailed transaction information:

	F	G	Н	1	J	K	L	M	N	0	Р	Q
	Account	Description	JE Type	Trans Type	Check Num	Batch	Ref	Transaction Description	Transaction Date	Debit	Credit	Net
)	9410	Adoption Subsidies	AP	VO	561246	520327	911479	1000789265 WALTERS MARCUS	11/21/2016	717.00	0.00	717.00
)	9410	Adoption Subsidies	AP	VO	561246	520327	911481	1000789265 WALTERS SAMANTHA	11/21/2016	717.00	0.00	717.00
I	9410	Adoption Subsidies	AP	VO	561246	520327	911483	1000789265 WALTERS GEORGE	11/21/2016	717.00	0.00	717.00

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#### Analysis and Use of CO View Workbook Not Using the CO View Workbook Yes No Comments Applicable 5a. Update the Admin Cost, Section A & B OCAs, and Section C tabs within the CO View with the amounts entered in the **Net Expenditures** column of the Expense section within the CBC-Financial Application system by the $\square$ CBC. • Enter data in the green cells according to OCA and month.

Please Note: All entries made within the CO View should be entered in the "Green Shaded" cells only.

1. Enter the amounts from the Admin Spread Column of the Monthly Expenditure within the CBC-Financial Application system in the Admin Costs Tab within CO View spreadsheet; see below:

					and the second	the sure the	and the second second	0
ture/Edit/G3401/0630	2018/201503	- 100 C			*	🔒 🤧 🛪 🐷 🛤	ing	
ry • 👔 DCF Intran	et							
						🗟 • 🖾 • 🖂	mi - Bage -	Safety + Tgols +
		Title					1	Amount
								86,035.85
		$\frown$				Total Admini	istrative Cost:	86,035.85
	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment		Non-Recurring
CHPA0	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DCM00	631,062.38	59,947.41	691,009.79	0.00	691,009.79	0.00	691,009.79	0.00
AS000	38,616. 3	3,668.37	42,285.10	0.00	42,285.10	0.00	42,285.10	0.00
ASOCS	000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PVS00	159,391 74	15,141.32	174,533.06	0.00	174,533.06	0.00	174,533.06	0.00
PVSCS	00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSOIH	1,606 59	152.62	1,759.21	0.00	1,759.21	0.00	1,759.21	0.00
CS00H	22,482 58	2,135.72	24,618.30	0.00	24,618.30	0.00	24,618.30	0.00
CS0AS	7,528.17	715.17	8,243.74	0.00	8,243.74	0.00	8,243.74	0.00
TRPIS	9,895.8	940.06	10,836.04	0.00	10,836.04	0.00	10,836.04	0.00
TRFCA	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PR024	35,109.25	3,335.18	38,444.43	0.00	38,444.43	0.00	38,444.43	0.00
Totals:	905,693.82	86,035.85	991,729.67	0.00	991,729.67	0.00	991,729.67	0.00
						100		2013.09.12.2
	OCA         OCA           CHPA0         CHPA0           CHPA0         CHPA0           AS000         AS000           AS000         AS00C           PVS00         PVS00           PVS00         PVS00           CS0H         CS0A           CS0H         CS0A           TRFCA         PR024           Totals:         Totals:	NumerEdW/GM01.065102018/201901 y ▼ 2 DCF Internet CHIPA0 0.0 DCM00 631,062.5 AS000 38,616 3 AS0CS 0.010 PVS00 159,391 74 PVSCS 0.00 PVS00 159,391 74 PVSCS 0.00 CS0IH 1.660 99 CS00H 22,482 48 CS0AS 7,528 7 TRPIS 9,895 5 TRPCA 0.0 PR024 35,109 26	NuverFabr/CADD10-C120018-700190 y + € DC2 Internet CCA Amount Admins Spread CHPA0 0.0 0.00 DC:M00 631,063:-5 39,967,141 AS000 38,616 3 9,967,141 AS000 38,616 3 9,967,141 AS000 159,391,74 15,141,32 PVSCS 0.00 0.000 PVS00 159,391,74 15,141,32 PVSCS 0.00 0.000 CS0IH 1.060;19 15,262 CS0H 22,482,18 2,135,72 CS0A5 7,522 7 715,17 TRPIS 9,895,15 940,06 TRPCA 0.0 0.00 PR024 35,100,2 3,335,18 Totals: 905,693,82 86,035,84	OCA         Amount         Admis Spread         Ancoust with Admis Spread           CHPA0         0.0         0.00         0.00           DCM00         631,065.15         59,947.41         691,009.79           AS000         38,616.3         3,666.37         42,285.10           AS0CS         0.00         0.00         0.00           PVS00         159,391.74         15,141.32         174,533.06           PVSCS         0.00         0.00         0.00           CS0H         12,248.18         2,135.72         24,618.30           CS0AS         7,522.17         715.17         8,243.74           TRPIS         9,859.58         940.06         10,856.04           TRPIS         0.0         0.00         0.00           PR024         35,100.22         3,335.18         38,444.43           Total:         95,693.82         86,035.85         991,729.67	OCA         Amount         Atlantis         Spread         Amount         Carried           CHPAO         0.0         0.00         0.00         0.00           DCM00         631,062.7         5.9947.41         691,009.79         0.00           ASOC0         38.616         3.668.37         42,285.10         0.00           ASOC5         0.00         0.00         0.00         0.00           PVS00         159,391.74         15,141.32         174,533.66         0.00           PVS05         0.00         0.00         0.00         0.00           CS0H         1.248.18         2,135.72         24,618.30         0.00           CS0AS         7.528         7         715.17         8,243.74         0.00           CS0H         22,482.18         2,135.72         24,618.30         0.00         0.00         0.00           TRPIS         9,959.57         715.17         8,243.74         0.00	OCA         Amcount         Atlandi         Spread         Account with Advant         Carried Advant         Net Expondinges           CHPA0         0.0         0.00         0.00         0.00         0.00           DCM00         631,062.7         59,947.41         691,009.79         0.00         691,009.79           ASO00         38,616.3         3,668.87         42,255.10         0.00         42,255.10         0.00         0.00           ASO00         38,616.3         3,668.87         42,255.10         0.00         42,255.10         0.00         62,265.10           ASOCS         0.00	OCA         Amount         Admis Spread         Amount and Spread         Def of stars           CHPAO         0.0         0.00         0.00         0.00         0.00           DCA         Amount         Admis Spread         Amount and Spread         Def of stars         Def of stars         Def of stars           CHPAO         0.0         0.00         0.00         0.00         691,009.79         0.00         0.00           DCM00         631,066.15         5.9947.41         691,009.79         0.00         691,009.79         0.00           ASOCS         0.00         0.00         0.00         0.00         0.00         0.00           PVSGS         0.00         0.00         0.00         0.00         0.00         0.00           CSOH         1.268.10         1.159.21         0.00         0.00         0.00         0.00           PVSGS         0.00         0.00         0.00         0.00         0.00         0.00         0.00           CSOH         1.268.10         1.159.21         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00         0.00	OCA         Amount         Admin Special         Carried         N         Department           Tele         Tele

3															
4				ACTUAL R	EPORTED EXP	ENDITURES					$\mathbf{\Lambda}$				
5	Cost Pool	Cost Pool Title	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YEAR END TOTALS
6	DCM00	Dependency Case Management	52,618.80	72,762.72	52,448.26	71,666.81	57,856.17	74,991.12	69,170.69	62,933.21	59,947.41				574,395.15
7	CHPA0	Child Placing Agency (FSFN)													0.0
8	A \$000	Adoption Services	964.31	1,173.23	2,894.75	1,924.20	1,565.75	2,464.97	1,780.69	4,525.59	3,668.37				20,961.8
9	ASOCS	Adoption Support Services Pre-Post Adoptive (FSFN)													0.0
10	PVS00	Prev Svcs for Families Currently Not Dependent	8,518.83	9,826.54	19,417.36	15,543.76	2,916.36	14,276.79	12,355.34	12,600.9	15,141.32				110,597.2
11	PVSCS	Prev Svcs for Families Currently Not Dependent (FSFN)													0.0
12	CS0IH	Other Client Services - In Home	20.56	46.39	203.75	66.43	318.84	412.29	248.04	37.7	152.62				1,506.6
13	C\$00H	Other Client Services - Out of Home	2,309.95	1,190.37	2,283.64	1,043.46	1,314.21	4,187.71	5,023.76	3,608.0	2,135.72				23,096.8
14	CSOAS	Other Client Services - Adoption	98.27	687.39	857.50	755.67	494.93	728.91	508.32	314,47	715.17				5,160.6
15	TRPIS	Training - Pre-Services and In-Service	977.10	378.64	1,972.67	1,276.91	1,027.46	1,359.89	1,097.43	988.03	940.06				10,018,15
16	TRFCA	Training - Foster and Adoptive Parent							209.03	195.08					404.1
17	PR024	Other Services	3,046.40	2,256.41	2,733.70	4,318.97	3,631.50	4,400.88	2,239.46	2,273.88	3,335.18				28,236.3
18		Total	68,554,22	88,321,69	82,811.63	96,596.21	69,125.22	102,822.56	92,632.76	87,475.96	86.035.85	0.00	0.00	0.00	774,377.10
19											$\mathbf{\nabla}$				



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

2. Enter the amounts from the Net Expenditures Column of the Monthly Expenditure within the CBC-Financial Application system in Section A&B OCAs Tab within the CO View spreadsheet; see below:

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CBC Financial Application							🗟 • 🖾 • 🖾	itti - Bage-	Safety + Tgols +
			Title					1	Amount
Administrative Cost						0			86,035.85
							Total Admini	strative Cost:	86,035.85
				Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total	Non-Recurring
Child Placing Agency	CHPA0	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.79	0.0	691,009.79	0.00	691,009.79	0.00
ADOPTION SERVICES	AS000	38,616.73	3,668.37	42,285.10	0.0	42,285.10	0.00	42,285.10	0.00
Adoption Support Services - Pre-adoptive and Post- Adoptive (FSFN)	ASOCS	0.00	0.00	0.00	0. 0	0.00	0.00	0.00	.0.00
PREVENTION SVCS FAMILY NOT DEP	PVS00	159,391.74	15,141.32	174,533.06	0.00	174,533.06	0.00	174,533.06	0.00
Prevention Services - Non Dependent Child (FSFN)	PVSCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Client Services IH	CSOIH	1,606.59	152.62	1,759.21	0.0	1,759.21	0.00	1,759.21	0.00
Other Client Services OOH	CS00H	22,482.58	2,135.72	24,618.30	0.0	24,618.30	0.00	24,618.30	0.00
Other Client Services Adopt.	CSOAS	7,528.57	715.17	8,243.74	0.00	8,243.74	0.00	8,243.74	0.00
Staff Training Pre/In Service	TRPIS	9,895.98	940.06	10,836.04	0.0	10,836.04	0.00	10,836.04	0.00
Training Foster & Adopt. Parents	TRFCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Services	PR024	35,109.25	3,335.18	38,444.43	0.00	38,444.43	0.00	38,444.43	0.00
	Totals:	905,693.82	86,035.85	991,729.67	0.00	991,729.67	0.00	991,729.67	0.00
ged in as: Marci Kirkland									2013.09.12.7

SECTION A&B OCAs										
				ACT	JAL REPORTED EX	PENDITURES				
Cost Pool / OCA	Cost Pool/OCA Title	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
DCM00	Dependency Case Monagement	705,360.68	1,033,156.06	440,160.66	772,857.42	720,785.55	737,269.28	731,005.70	708,132.27	691,009.79
CHPA0	Child Placing Agency (FSFN)									
A \$000	Adoption Services	12,926.67	16,658,70	24,293.56	20,750.61	19,506.46	24,234.20	18,818.60	50,922 3	42,285.10
ASOCS	Adoption Support Services Pre-Post Adoptive (FSFN)									
PVS00	Prev Svcs for Families Currently Not Dependent	114, 195.79	139,526.80	162,956.01	167,624.48	36,332.70	140,361.12	130,573.03	141,787 13	174,533.06
PVSCS	Prev Svcs for Families Currently Not Dependent (FSFN)									
CSOIN	Other Client Services - In Home	275.55	658.67	1,709.94	716.43	3,972.13	4,053.37	2,621.29	42 75	1,759.21
C 500H	Other Client Services - Out of Home	30,965.12	16,902.07	19,164.99	11,252.67	16,372.72	41,171.13	53,091.78	40,59 00	24,618.30
CS0AS	Other Client Services - Adoption	1,317.27	9,760.25	7,196.39	8,149.21	6,165.99	7,166.19	5,372.00	3,53 42	8,243.74
TRPIS	Training - Pre-Services and In-Service	13,098.15	5,376.28	16,555.24	13,770.27	12,800.28	13,369.68	11,597.84	11,11 48	10,836.04
TRECA	Training - Foster and Adoptive Parent							2,209.03	2,19,08	0.00
PR024	Other Services	40,837.30	32,038.75	22,341.98	46,575.94	45,242.05	43,266.95	23,666.90	25,58 93	38,444.43
MEMO ONLY Admin Cost		68.554.22	88 321.69	82,811,63	96,596,21	69.125.22	102,822,56	92,632,76	87,476 6	86.035.85
LCFH0	Licensed Care - Foster Homes	195,957,29	147,264.79	157,400,49	162,977.32	162,511.50	171.651.57	197,132.60	179,198	199,486.35
LCRGE	Licensed Care - Res Group Homes/Emerg Shelters	160.926.97	162 383 11	146.026.49	169,714,60	179,634,96	178.551.86	181,828,08	166.833.3	174.678.4
LCOTH	Licensed Care - Other	4,515.77	3,516,95	5,456,63	8.677.52	9.592.53	9.925.47	8.677.52	7.837.76	12,145.3
Total		1.280.376.57	1,567,242,43	1.003.862.38	1.383.066.47	1,212,835.87	1.371.020.82	1,366,594.37	1.338.170.81	1,377,939.84
RANSPOSED VIEW LINKED	TO ABOVE									$\sim$
OCA	DCM00	CHPA0	A\$000	ASOCS	PVS00	PVSCS	CSOIN	C SOOH	C SOA S	TRPIS
Jul	705,360.68		12,926.67	-	114,195.79		275.56	30,965.12	1,317.27	13,098.1
Aug	1,033,156.06		16,658.70		139,626.80		618.67	16,902.07	9,760.25	6,376.2
Sep	440,160.65		24,293.56		162,956.01		1,709.94	19,164.99	7,196.39	16,555.2
Oct	772,857.42		20,750.61		167,624.48		716.43	11,252.67	8,149.21	13,770.2
Nov	720,785.55		19,506.46		36,332.70		3,972.13	16,372.72	6,165.99	12,800.2
Dec	737,269.28		24,234.20		140,361.12		4,053.37	41,171.13	7,166.19	13,369.6
Jan	731,005.70		18,818.60		130,573.03		2,621.29	53,091.78	5,372.00	11,597.8
Peb	708,132.29		50.922.53		141,787.13		424.75	40,598.00	3,538.42	11,117.4
Har	691,009.79		42,285.10		1/4,533.06		1,759.21	24,618.30	8,243.74	10,836.0
Apr									0.00	0.0
нау		-	-						0.00	0.00
June									0.00	0.0
YEAR END TOTAL S	6 5 20 7 27 / 2		220 205 42		1 207 690 42		46 404 36	164 136 79	66 000 A6	109 521 3
Admin Cast Co	stian ASB OCAs Section C OCAs Section C OCA	Adv CO Monu	Total Even	Come Read Used	Even Summany	Chest Teach		r Cent DC		100,021.20

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**REFERENCE GUIDE** 

Created on May 1, 2015; Updated as of October 20, 2017

3. Enter the amounts from the Net Expenditures Column of the Monthly Expenditure within the CBC-Financial Application system in Section C OCAs Tab within the CO View spreadsheet; see below:

icensed Care - Other	LCOTH	0.00		(	0.00	0.00	0.00	1	0.00	0.00	0.0
	Totals:	529,418.31	0.00	529,418	8.31	0.00	529,418.31		0.00	529,418.31	0.0
Section C					111-2						
	OCA	Amount		Amount wi Admin	ith Ca For	rried ward 1	Net ixpenditures	DCF Adjustme	at	Total	Non-Recurrit
on Recurring Exp.	MP000	3,432.00		3,432	2.00	0.0	3,432.00	0	0.00	3,432.00	0.0
IAS IV-E	WR001	364,186.41		364,186	6.41	0.0	364,186.41		0.00	364,186.41	0.0
ANF MAS	39MAS	93,919.25		93,919	9.25	0 00	93,919.25		0.00	93,919.25	0.0
IAS Other	WO006	37.039.91		37.039	9.91	000	37.039.91		0.00	37.039.91	0.0
hafee - RTI Other-Aftercare	CHOAT	0.00		(	0.00	00	0.00		0.00	0.00	0.0
BC-Chafaa EC Independ Pro-other	CHEOT	0.00			0.00	00	0.00		0.00	0.00	0.0
ndenendent Living Services - Chafee	Chron	0.00			0.00		0.00		0.00	0.00	0.0
Administration Eligible	KRE00	25,015.91		25,013	5.91	00.00	25,015.91	(25,015	.91)	0.00	0.0
hafee Pre Independent Living & Life Skills- ligible	KRLE0	8,940.00		8,940	0.00	00.0	8,940.00	(8,940	.00)	0.00	0.
FC Allowance Payment (Chafee Eligible)	KRA00	4,800.00		4,800	0.00	0.00	4,800.00	(4,800	.00)	0.00	0.0
tate Funded Chafee IL Admin & Other	AC001	0.00		(	0.00	000	0.00	25,01	5.91	25,015.91	0.0
tate Funded Chafee Aftercare	ACOAT	0.00		(	0.00	000	0.00		0.00	0.00	0.0
CBC- State Funded-Chafee FC Ind Prg-other	ACC0T	0.00		(	0.00	0.0	0.00		0.00	0.00	0.0
tate Funded Education & Training Voc. Prg	ACCES	0.00		(	0.00	0.00	0.00	10,80	4.00	10,804.00	0.0
tate Funded RTI Scholarship	ACCSS	0.00		(	0.00	0.0	0.00	11,37	9.00	11,379.00	0.
tate Funded Chafee IL Admin & Life Skills	ACLE0	0.00		(	0.00	0.00	0.00	8,94	0.00	8,940.00	0.0
tate Funded Education & Training Voc Prg	ACTEV	0.00		(	0.00	0.00	0.0		0.00	0.00	0.0
tate Funded Education & Training Voc Prg	ACTEV	0.00		(	0.00	0.00	0.0	1	0.00	0.00	0.0
tate Funded Education & Training Voc Prg	ACTEV	0.00 July Actual	August	September Actual	O OO October Actual	0.00 November Actual	0.00 Actual	January Actual	0.00 February Actual	0.00 March Actual	0.0 April Actual
tate Funded Education & Training Voc Prg mores s nerwork of SVP-L - Lonact # RU300 SA OCA Tele VOLV0 EFC Allowance Payment (Chulse Insights)	ACTEV	0.00 July Actual	August Actual	September Actual	October Actual	0.00 November Actual	0.05 Actual	January Actual	0 00 February Actual	0.00 March Actual	0 ( April Actual
tate Funded Education & Training Voc Prg moren s network of swith - Lontact P NJW ADAD EFC Allowance Payment (Cluster Insights) KROME Case Maagement Estinded Foster Case EFCH EFC For Fore Frome Room B and	ACTEV	0.00 July Actual 3,438.09 2,879.33	August Actual 3,438.09 2,573.97	( September Actual 3,438.09 5,289.00	October Actual 3,438.09 3,727.71	0.00 November Actual 3,433.09 2,889.00	0.00 Actual 3,438.09 2,533.39	January Actual 2,856.15 2,394.90	0 00 February Actual 3,438.0 3,702	0.00 March Actual 3,438.0 3,000.0	Apri Actual
tate Funded Education & Training Voc Prg more is network of serve. Contact# nuwe ADA0 EFC Alexance Payment (Date Insights) RRDMC Este Management Extended Foster Care EFCFH EFC Grain FormeRoom & Band EFCFH EFC Grain FormeRoom & Band	ACTEV	0.00 July Actual 3,438.09 2,879.33 611.63 41.02005	August Actual 3,433.09 2,573.97 611.63	( September Actual 3,436.09 5,289.00 591.90 4.449.47	O 00 October Actual 3,438,09 3,727,71 611,63 2,004,05	0.00 November Actual 3,438.09 2,889.00 5,91.90	0.09 Actual 3,438.09 2,533.39 1,657.63 1,667.63	January Actual 2,856.15 2,394.90 1,667.63	0.00 February Actual 3,438.0 3,702 1,524 4, 617	0.00 March Actual 3,438.0 3,000.0 8 1,667.0	April Actual
tate Funded Education & Training Voe Prg mores stretwart of ser PL - Londact # PLJaw 24. OCA Tese 19200 EFC Allevance Payment (Dates Insights) 1970ME Case Management Excluded Foster Care EFCH EFC Fourts Home Roon & Band EFCOH EFC Comp Home Roon & Band EFCOH EFC Comp Home Roon & Band EFCOH EFC Conter Sources	ACTEV	0.00 July Actual 3,438.09 2,879.33 611.63 1,529.26 7,044.47	August Actual 3,438.09 2,573.97 611.63 1,484.44 8,013.97	September Actual 3,438.09 5,289.00 591.90 1,419.17 6,559.47	0.00 October Actual 3.438.09 3.727.71 611.63 2.001.85 8.958.23	0.00 November Actual 3,433,09 2,839,00 591,90 1,627,54 9,057,37	0.09 Actual 3,438.09 2,533.39 1,667.63 1,480.73 11,211.76	January Actual 2,856.15 2,394.90 1,667.63 2,074.11 15,688.00	0.00 February Actual 3,438.0 3,702 1,524 1,672 13,86	0.00 March Actual 3,438.0 0.3,000.0 8.1,667.6 1.1,571.8 5.15.082.3	0 Apri Actual 9 0 3 4
tate Funded Education & Training Vee Prg more 5 metwork of sim FL - Londact # rulaw A ORA THE VARIA EFC Advances Payment (Durke burgste) VROME Case Management Extended Forte Case EFCH EFC Carlor from Roon & Band EFCOE EFC One Expenses EFCOE EFC One Expenses EFCOE EFC One Expenses EFCS EFC Fourt From Roon & Band	ACTEV	0 00 July Actual 3,438.09 2,879.33 611.63 1,529.26 7,644.47	August Actual 3,438.09 2,573.97 611.63 1,484.44 8,013.97	September Actual 3,438.09 5,289.00 5,289.00 5,289.00 1,419.17 6,559.47	October Actual 3.438.09 3.727.71 611.63 2.081.85 8.958.23	0.00 November Actual 3,438.09 2,889.00 591.90 1,627.54 9,067.37	0.09 Actual 3,438.09 2,533.39 1,667.63 1,480.73 11,211.76	January Actual 2,856.15 2,394.90 1,667.63 2,074.11 15,688.00	0.00 February Actual 3,438.0 3,702 1,524 1,672 13,86.3	0.00 March Actual 3.438 0 3.000 0 8 1.667 6 11 1.571.8 15 15.082 3	0   April Actual 9   0   3   4   2
tate Funded Education & Training Voc Prg more s network of ser FL Contact # RUMU A OCA Tes SOAD EFC Alexance Payment (Date Insights) RRDE Case Management Extended Foster Care EFCH EFC Foath Tome Room & Bund EFCGH EFC Comp form Room & Bund EFCGH EFC Comp form Room & Bund EFCGH EFC Foath Tome Rels Mon & Bund EFCSH EFC Form House REIS Mon & Bond EFFES EFC Form House REIS Mon & Bond EFFES EFC Form HEIS Room A Bund	ACTEV	0.00 July Actual 3,430.09 2,879.33 611.63 1,529.26 7,044.47	August Actual 3,438.09 2,573.97 611.63 1,484.44 8,013.97 655.00	September Actual 3,438,09 5,289,00 5,51,90 1,419,17 6,559,47 6,559,47	October Actual 3.438.09 3.727.71 6.11.63 2.081.85 8.968.23 6.958.23	0.00 November Actual 3,433.09 2,833.00 591.90 1,627.54 9,057.37 695.00	0.00 Actual 3.438.09 2.533.29 1.667.63 1.480.73 11.211.76 605.00	January Actual 2,856.15 2,394.90 1,667.63 2,074.11 15,688.00 675.00	0.00 February Actual 3,438.0 3,702 1,524 1,672 13,86 3 13,86 3 6,50	0.00 March Actual 3,438.0 3,000.0 8 1,667.6 11 1,571.8 15 15,082.3 00 695.0	0   April Actual 9   0   1   2   2
tate Funded Education & Training Voc Prg mores stretwork of swirk, - Lontact # NJAW A OCA Tes ARAM EFC Allevance Payment (Dufee Insighte) KRMC Case Management Excluded Foster Care EFCH EFC Fourt Inner Roon & Bard EFCOG EFC Coher Experiment Bos EFC Coher EC Graph forne Roon & Bard EFCS, EFC Coher Stop Stop Roon & Boad EFFS, EFC Fourt Inner PESS Roon & Boad EFFS EFC Fourt Forner PESS Roon & Bard EFFS EFC CORSA FORS & Bard EFFS DE FC FSS Chine Experiment	ACTEV	0.00. July Actual 3,438.09 2,879.33 61155 1,529.26 7,644.47 7,644.47 695.00	Abgust Actual 3,433,09 2,573,97 6,611,63 1,484,44 8,013,97 6,695,00	September Actual 3,438,09 5,289,00 5,51,90 1,419,17 6,559,47 695,00	O 00 October Actual 3,438.09 3,727,71 611.63 2,081.85 8,968.23 695.00	0.00 November Actual 3,433.09 2,839.00 591.90 1,627.54 9,057.37 695.00	0.00 Actual 3.438.09 2.533.39 1.667.63 1.480.73 11.211.76 695.00	January Actual 2,056.15 2,394.90 1,667.63 2,074.11 15,688.00 695.00	0 00 February Actual 3,438.0 3,702 1,524 1,527 13,86 3 6 5.0	0.00 March Actual 3,438.0 3,000 0 8 1,67.6 11 1,571.8 15 15,082.3 10 695.0	0   April Actual 9   0   1   4   2   0   0
tate Funded Education & Training Voe Prg Interest Intervent of stm FL - Londact # Fusion A Och Tee Vision Erd Advances Paymed (Durke Intrigate) IRROM Case Management Extended Foste Case EFCH EFC Foster former Room & Band EFCOE EFC Onter Spannes EFCSE EFC Onter Spannes EFCSE EFC Onter Spannes EFCSE EFC Onter Spannes EFCSE EFC Onter Interne FCS Room & Band EFFSE EFC Former from FCSS Room & Band EFFSE EFC Former from FCSS Room & Band EFFSE EFC Onter Interne FCSS Room & Band	ACTEV - Scholaship	0 00 July Actual 3,430.09 2,879.33 611.63 1,529.26 7,644.47 695.00 22,031.00	August Actual 3,433,09 2,2759,97 611,63 1,481,44 8,013,97 0 0 0 21,075,00	September           Actual           3,438.09           5,289.00           591.90           1,419.17           6,559.47           605.00           17,609.00           547.76	0.00 October Actual 3.438.09 3.727.71 611.63 2.081.85 8.958.23 695.00 17.609.00	0.00 November Actual 3,433.09 2,838.00 591.90 1,627.54 9,057.37 695.00 15,699.00 15,699.00	0.09 Actual 3.438.09 2.533.29 1.667.63 1.480.73 11.211.76 695.00 13.187.00	January Actual 2,056.15 2,394.90 1,667.63 2,074.11 15,688.00 695.00 13,316.00	Petruary Actual 3,438.0 3,702 1,577 13,869 5 13,869 14,86914,869 14,869 14,869 14,869 14,869 14,86914,869 14,869 14,869 14,869 14,869 14,86914,869 14,869 14,869 14,869 14,86914,869 14,869 14,86914,869 14,869 14,86914,869 14,869 14,86914,869 14,869 14,869	0 00 March Actual 3,438 0 6 1,667 6 51 1,571.8 15 15,682.3 10 695.0 10 10.804.0	0 - April Actual 9
tate Funded Education & Training Voc Prg more s network of series, Contact # NUMP ADDD EFC Almance Payment (Date Insights) RODE Case Management Estinded Forter Care EFCH EFC Feath Thine Roon & Baad EFCH EFC Feath Thine Roon & Baad EFCH EFC Forter None RES Mon & Boad EFCS EFC Comp three Roon & Boad EFFES EFC Forter Hone RES Mon & Boad EFFES EFC Forter Hone RES Mon & Boad EFFES EFC Forter Hone RES Mon & Boad EFFES EFC Comp three Roon & Boad EFFES EFC COGA PRESS Mon & Boad EFFES EFC FOR HOR RESS Mon & Boad EFFES EFC FES Chart Press FESS Mon & Boad EFFES EFC FESS Chart BESS (Date EFC) EFVPS RT I RESS (Date EFC FE) EFVPS RT I RESS (Date EFC) Elgbo)	ACTEV	0 00 July Actual 3,438.09 2,879.33 611.63 1,529.26 7,644.47 695.00 695.00 22,031.00	August Actual 3,438,09 2,575,97 611,63 1,1,48,44 8,013,97 605,00 21,075,00 3,727,48	September Actual 3,438.09 5,299.00 591.90 1,419.17 6,559.47 695.00 17,609.00 17,609.00 567.35 7,536.00	0.00 October Actual 3.438.09 3.727.71 611.63 2.061.85 8.968.23 695.00 17.609.00 7.536.00	0.00 November Actual 3,433.09 2,833.00 2,833.00 5.591.90 1.627.54 9,057.37 695.00 15,699.00 899.99 7,535.00	0.00 Actual 3.438.09 2.533.29 1.667.63 1.480.73 11.211.76 695.00 13.187.00 6.280.00	January Actual 2,855.15 2,394.90 1,667.60 2,074.11 15,688.00 685.00 13,316.00 6,280.00	0 00 February Actual 3.702 1.524 1.57 13.86 5 6 50 6 50 6 50	0 00 March Actual 3,438 0 6 1,667 6 51 1,571.8 15 15,082.3 10 695.0 10 10,804.0 10 5,024.0	0
tate Funded Education & Training Voc Prg works I network of Strik - Contact P Ruley S. OCK Tes 1980 EFC Advessor Payment (Durke Insights) 1980 EFC Advessor Payment (Durke Insights) 1980 EFC Advessor Payment (Durke Insights) 1980 EFC Comp Tome Roon & Band EFCOE FC COE ROON & BAND EFCOE FC	ACTEV	0.00 July Actual 3.438.09 2.879.33 61163 1.529.26 7.444.47 695.00 22,831.00 648.26	August Actual 3,433,09 2,572,97 6,11,63 1,484,44 8,013,97 6,055,00 21,075,00 3,727,48	September Actual 3,438.09 5,289.00 5,591.50 1,419.17 6,559.47 6,95.00 17,609.00 587.35 7,536.00	0.00 October Actual 3.438.09 3.727.71 611.63 2.001.85 8.5968.23 695.00 17.609.00 7.536.00	0.00 November Actual 3,438.09 2,883.00 599.90 599.90 1,627.54 9,057.37 695.00 15,699.00 899.99 7,535.00	0.00 Actual 3.438.69 2.533.29 1.667.63 1.480.73 11.211.76 695.00 13.187.00 6.280.00	January Actual 2,856 15 2,854 50 1,857 63 2,074 11 15,688 00 685 00 13,316 00 6,280 00	February     Actual     Actual     3.438.0     3.702     1.524     1.57     13.85     6.50     6.800	0 00 March Actual 3,438 0 3,490 0 5 1,667 6 11 1,571.8 5 15,692 3 00 695 0 00 10.804 0 00 5,024 0	0   April Actual
tate Funded Education & Training Vee Prg Interest Intervent of stm FL - Londact # Fusion A Och Tee Verball	ACTEV - Scholaship Abercare hip	0.00. Juhy Actual 3,438.09 2,879.33 41163 1,529.26 7,844.47 695.00 22,431.00 648.26 948.26 949.78.00	August Actual 3,438,09 2,579,97 611,63 1,484,44 8,013,97 695,00 21,075,00 3,727,48 28,722,00	September           Actual           3,438,09           5,299,00           591,30           1,449,17           6,559,47           695,00           17,609,00           567,35           7,536,00           24,954,00	0.00 October Actual 3.478.09 3.272.71 6.11.63 8.958.23 6.955.00 17.595.00 7.536.00 23.698.00	0.00 November Actual 3.431.09 2.887.00 551.50 1.627.54 9.057.37 605.00 15.699.00 15.699.00 15.699.99 7.535.00	0.09 Action 3,438.09 2,533.39 1,667.63 11,667.63 11,211.76 695.00 13,187.00 6,280.00 17,547.00	January Actual 2.865.15 2.394.90 1.667.63 2.074.11 15.688.00 6.880.00 6.280.00 13.316.00 6.280.00	0 00 Petruary Actual 3,438,0 3,702 1,524 1,574 13,865 13,865 13,160 6,80,0 13,160 13,160 13,160 13,160 13,160 13,160 13,160 14,100 15,100	0 00 March Actual 3,438 0 3,400 0 5 3,000 0 5 1,667 6 1 1,571 8 15 15,082 3 00 695 0 10 695 0 10 5,024 0 10 5,024 0	0.1
tate Funded Education & Training Voc Prg more s network of servel. Londact# NLW A OCK Ima EFC Almance Payment Chales Insights IEFC Almance Payment Chales Insights IEFC American Chales Insights IEFC For Server Annu Alman IEFC Insights Insights IEFC Insights Insights IEFC Insights Insights IEFC IN INFIGURE IN INFIGURE IEFC INFIGURE INFIGURE IN INFIGURE IEFC INFIGURE INFIGURE IN INFIGURE IEFC INFIGURE INFIGURE INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE IEFC INFIGURE INFIGURE IEFC INFIGURE	ACTEV - Scholaship Abreare uhip	0.00 3.dy Actual 3.438.09 2.179.33 6115 1.529.26 7.044.47 695.00 22.031.00 648.26 648.26 648.26 17.584.00 1	Abgust Actual 3,438,09 2,579,97 6 ft1 63 1,484,44 8,019,97 6 695,00 21,075,00 21,075,00 3,727,48 	September           Artual           3,436,09           5,299,00           5,299,00           591,30           1,419,17           6,559,47           76,695,00           567,35           77,536,00           20,954,00           20,972,80           20,472,80	0.00 October Actual 3.438.09 3.227.71 6.1163 2.061.85 8.958.23 6.95.00 17.609.00 7.536.00 23.699.00 23.699.00 23.699.00 23.699.00	0.00 November Actual 3.438.09 2.689.00 1627.44 9.057.37 695.00 15.699.00 899.99 7.538.00 18.853.00 25.274.00	0.09 142000 142000 142000 142000 142000 142000 142000 142000 14	January Actual 2,856,15 2,394,50 1,667,60 1,676,50 13,316,00 6,280,00 13,316,00 13,316,00 15,005,00 19,205,60 19,205,60	0 00 February Actual 3,438,0 3,702 1,572 13,865 13,950 6,800 13,950 6,800 13,950 6,800 13,950 15,750 13,950 14,950 14,950 15,9500 15,9500 15,9500 15,9500 15,9500 15,9500 15,9	0 00 March Actual 3 3000 6 1.667.6 11.577.6 10.695.0 0 695.0 0 695.0 0 695.0 0 10.804.0 0 5024.0 0 11.379.0 0 21.524.0 0 11.379.0 0 11.	0.1
tate Funded Education & Training Voc Prg tate Funded Education & Training Voc Prg tate Funded For Strip L Contact P Julie A Cock time Solution Cock time Coc	ACTEV - Scholaship Afercare ship	0.00 July Actual 3,438.09 2,879.33 611.63 1.529.26 7,844.0 22,831.00 22,931.00 22,9378.00 17,564.00 1,256.00	August Actual 3,433,09 2,573,97 6,111,63 1,464,44 8,013,97 6,055,00 21,075,00 21,075,00 22,075,00 28,722,00 18,849,00 1,255,00	September           Actual           3,438,09           5,299,00           5,299,00           6,559,47           6,559,47           695,00           17,699,00           587,35           7,536,00           24,954,00           24,954,00           20,472,80           1,256,00	0.00 October Actual 3.438.09 3.727.71 611.63 2.091.85 8.998.23 6995.00 7.538.00 7.538.00 23.698.00 23.698.00 23.6568.00 1.256.00	0.00 Novembar Actual 3.438.69 2.683.00 1.627.54 9.057.37 655.00 15.699.00 893.99 7.535.00 18.635.00 18.635.00 13.653.00 13.653.00	0.00 Active 2.513.29 1.697.51 1.480.72 11.211.16 655.00 13.187.00 5.280.00 77.547.00 2.5(20.00 1.256.00	January Actual 2,855 15 2,234 90 1,667 63 2,274 11 15,688 00 13,316 00 6,280 00 6,280 00 15,655 00 19,265 69 1,255 00	0 00 Pebuary Actual 3,459,5 1,524 1,524 1,577 13,867 6,50 13,150 6,800 13,150 13,150 13,150 13,150 13,150 13,150 13,150 13,155 14,5500 14,5500 14,5500 1	0 00 March Actual 3 3000 0 5 1 4675 4 5 1 5715 4 5 1 5082 3 10 6950 0 10 884.0 10 5024.0 10 5024.0 10 250750 0 10 250750 0 1 2560	0.1
tate Funded Education & Training Voe Prg tate Funded Education & Training Voe Prg works I network of stm FL - Londact # Fusion A Cold Tee Voe Annote Paymed Chales Industry (Cold Tee Voe Annote Paymed Chales Industry) (ROME Case Management Extended Foste Case EFCOH EFC Carego Store Roon & Band EFCOH EFC Carego Store Roon & Band EFCOH EFC Control Stores Band EFCSE EFC CORE ANNOTE PESS Roon & Band EFCSE EFC BASE Indegendence Peggen ONET COMPACT CARE BASE Indegendence Peggen ONET EFCSE EFC BASE INDEGENER	ACTEV - Scholaship - Marcare ship	0 00 3.0y Actual 3.130 09 2.179 33 6115 6 1.529 26 7.344 47 655 00 22.831 00 448 28 29.978 00 1.754 00 1.754 00 7.742 00	August Actual 2.433.09 2.573.97 6.015.0 1.484.44 0.013.97 21.076.00 3.727.48 28.722.00 19.843.00 1.555.00 7.442.00	Steptember           Actual           3,430,59           5,289,00           5,299,00           5,419,17           1,419,17           6,559,47           695,00           17,609,00           567,35           7,536,00           24,954,400           20,472,800           1,256,00           4,500,00	0.00 October Actual 3.438.05 3.727.71 61163 2.061.85 8.556.23 695.00 17.609.00 7.536.00 23.6598.00 24.5598.00 25.6598.00 25.	0.00 Nonember Actual 2.83.00 5.95 00 1.627 54 9.057 37 655 00 15.699 00 7.536.00 18.63.00 2.527 40 1.256 00 1.256 00 4.500 00	0.00 2-01 3-480 e9 2-332 39 1.667 51 1.667 51 1.211 76 655 60 13.187 60 6.20 00 6.23 00 1.246 60 1.266 60 1.267 60 1.267 60 1.271 76 1.271 76 1.276 7	January Actual 2,866-15 2,264-50 1,667-63 2,674-11 15,668.00 13,316-00 15,055-00 13,316-00 15,055-00 19,265-60 1,266-00 7,412-00 7,412-00	0 00 February Actual 3,438.0 3,702 15,244 16,77 13,867 6,50.0 6,80.0 13,950 13,950 13,950 6,550.0 1,555 6,556.0 1	0 00 March Actual 3.436 0 3.000 0 5.1667 5 5.1571 8 5.1571 8 5.15718	0.1
tate Funded Education & Training Voc Prg tate Funded Education & Training Voc Prg works seturat of servel. Londact# RUM A Confirme Confirm	ACTEV - Scholashp Abscare July and	0 00 3.0y Actual 2.073 29 1.052 2.075 1.052 2.075 1.052 2.051 00 2.2.051 00 2.051 00 2.051 00 2.051 00 2.051 00 2.051 00 2.051 00 2.051 00 2.05	August Actual 3,439 (9) 2,439 (9) 2,439 (9) 2,439 (9) 2,439 (9) 1,444 (4) 8,619 (9) 2,1075 (0) 2,1075 (0) 2,1075 (0) 3,727 (4) 2,8272 (0) 1,525 (0) 7,442 (0)	September         September           3,438,09         5,299,00           5,299,00         5,91,90           9,14,15,17         6,559,47           6,955,00         7,7,506,00           77,699,00         567,35           567,35         7,536,00           20,472,20         1,255,00           24,954,00         20,472,20           4,900,00         4,900,00	0.00 October Actual 3.439.09 3.727.71 611.63 3.727.71 611.63 2.001.85 8.5958.23 00 7.536.00 7.536.00 23.653.68 1.7556.00 1.7550.00 4.590.00	0.00 November Actual 2.631 60 551 50 1.627 64 9.657 37 655 00 15.699 00 7.536 00 115.699 00 25.214 00 1.255 00 1.255 00 1.255 00 1.255 00	0.00 3.400 09 1.607 61 1.607 61 1.607 61 11.211 76 655 00 6.280 00 77.547 60 5.250 00 1.255 70 6.280 00 1.255 70 6.280 00 1.255 70 1.255 70	January Actual 2.866.15 2.364.59 1.667.63 2.074.11 15.688.00 6.280.00 6.280.00 15.055.69 15.055.69 1.2.56.00 7.412.00	0 00 February Actual 3,439,0 1,524 1,524 1,325 6,53 6,53 13,760 6,50 13,760 6,50 13,750 6,50 1,550	0 00 March Actual 3.438,0 3.3000 0 5.3000 0 5.3000 0 5.502 0 0 695 0 0 695 0 0 1084 0 0 502 0 0 1084 0 11.376 0 0 1084 0 0 1.556	0
tate Funded Education & Training Voc Prg tate Funded Education & Training Voc Prg tate 1 Introduct of Strip L - Londact P ILlaw A Cost tea State FOR The Strip Strip Strip Strip Strip Strip Strip FORME Case Management Educated Foster Case FORM EFC Gray None Road & Bard EFCOE EFC One Expense FORM EFC Strip Inter-Road & Bard EFCOE EFC One Expense FORM EFC Strip Inter-Road & Bard EFCOE EFC One Expense FORM EFC Strip Inter-Road & Bard EFCOE EFC One Expense FORM EFC Strip Inter-Road & Bard EFCOE EFC One Expense FORM EFC Strip Inter-Road & Bard EFCOE EFC One Expense FFCOE EFC One Expense FFCOE EFC ONE A FERS Road A Bard EFCOE EFC ONE A FERS Road A Bard EFCOE STRIP Strip Inter-Road Road EFCOE STRIP Inter-Road Road Road Road EFCOE STRIP Inter-Road Road Road Road Road Road Road Road	ACTEV - Scholaship - Scholas	0 00 340 Actual 3-789 69 24753 33 611 61 3-5252 7 7444 47 7 744 47 7 747 74	August Actual 3.430.09 2.2378 97 2.178 97 4.163 4.4 8.439 97 2.105 50 2.105 50 2.105 50 3.727 48 2.728 50 1.725 50 7.412 00 7.412 00	Steptamber           Actual           3,438,09           5,209,00           5,209,00           5,913,00           1,413,17           6,559,67           6,559,60           77,556,00           20,947,200           1,256,00           4,500,00	0.00 October Actual 3.438.09 3.2727.71 611.63 2.061.85 8.998.23 6995.00 17596.00 7.536.00 7.536.00 1.256.00 4.900.00	0.00 November Actual 3.433.69 2.883.00 5.91 90 1.627 54 9.967 37 695.00 1.627 54 9.967 37 1.627 54 9.967 37 1.627 54 9.967 37 1.627 54 9.967 37 1.627 54 9.967 37 1.627 54 9.967 37 1.627 54 1.627	0.00 2-00 2-00 2-00 2-00 1-07 1-07 1-07 1-07 1-07 1-07 1-07 1	January Actual 2,856-15 2,254-50 1,867-63 2,074-11 15,683.00 695:00 6,280.00 6,280.00 15,055.69 1,265.69 1,265.60 7,412.00	0 00 February Actual 3.430.0 3.700 3.700 5.50 6.50 13.950 6.50 13.950 6.50 13.950 6.50 1.550	0 00 March Actual 3 3000 5 3000 5 15002 0 10.884.0 0 5.022.0 0 10.884.0 0 5.022.0 0 11.375.0 0 5.022.0 0 1.375.0 0 5.022.0 0 1.375.0 0 5.022.0 0 5.02	0
tate Funded Education & Training Voe Prg tate Funded Education & Training Voe Prg works I network of stm FL - Londact # Fusion A Confine Case Management Extended Foster Case EFCH EFC Carear Some Roan & Band EFCOH EFC Carear Some Roan & Band EFCOH EFC Config Some Roan & Band EFCOH EFC Config Some Roan & Band EFCSE EFC CORE Spenses EFCSE EFC Config Some Roan & Band EFCSE EFC CORE A Roan & Band EFCSE EFC CORE ROAN & Band EFCSE EFC EFC FOR EFCSE ROAN & Band EFCSE EFC EFC FOR EFCSE ROAN & Band EFCSE EFC EFC FOR EFC FOR EFCSE ROAN & Band EFCSE EFC EFC FOR EFCSE ROAN & Band EFCSE EFC EFC FOR EFCSE ROAN & Band EFCSE EFC EFC FOR EFC FOR EFCSE ROAN & Band EFCSE EFC FOR	ACTEV  - Scholaship Abscare and kr/Siggorts	0 0.0 300 Actual 3.285 69 21753 32 411 63 15252 62 7.344 47 455 00 22.811 00 454 25 7.344 47 7.344 47 7.344 47 7.344 00 7.742 00 7.742 00 7.742 00 7.742 00 7.742 00	August Actual 3.438.09 2.277.09 411.63 1.444.44 8.039.97 655.00 211.075.00 211.075.00 3.727.48 28.722.00 19.844.00 7.7412.00 7.7412.00 7.4	September           Actual           3,438,09           5,299,00           5,913,00           1,419,17           6,059,00           6055,00           77,596,00           24,954,00           24,950,00           24,954,00           24,954,00           24,954,00           24,954,00           24,954,00           24,954,00           24,954,00           24,954,00           24,954,00           24,950,00           24,950,00	0.00 October Actual 3.438.09 3.227.71 6.1163 2.001.85 8.959.23 695.00 7.536.00 7.536.00 2.3659.60 2.3659.60 4.500.00 4.500.00	0.00 November Actual 3.433.69 2.693.60 5.913.60 5.913.60 5.913.60 5.93.99 7.555.60 1.853.00 2.827.40 2.824.00 1.255.00 1	0.0 3.05.0 3.55.0 1.667.5 1.767.5 1.767.5 1.767.5 1.767.5 1.767.5 1.767.5 1.767.5 1.767.5 1.767.5 1.757.5 5.200.00 1.7547.00 5.200.00 1.7547.00 5.200.00 1.7547.00 5.507.20 1.757.20 1.7	January Actual 2,855,15 2,294,50 1,867,63 2,074,11 15,683,00 6,280,00 6,280,00 7,412,00 7,412,00 7,412,00 7,412,00 21,352,00	0.000 February Actual 3.438.0 3.702 1.524 1.525 1.526 1.5566 1.5566 1.5566 1.5566	0 000 March Actual 3.438 0 5 1.6675 5 1 1.5718 5 1 1.5718 5 1 1.6715 5 1 1.6718 5	0
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tate Funded Education & Training Voc Prg tate Funded Education & Training Voc Prg tate Funded For Strip L Contact P Dual  A Och Tem SA Och Tem	ACTEV - Scholaship - Scholaship - Marcare - Marcarea - Marcare - Marcare - Marcare - Marcar	0 0.0 3-by Actual 3-769 69 24763 32 7584 47 555 50 22 437 00 22 437 00 22 437 00 22 437 00 1 452 22 7 444 47 7 444 50 1 555 00 1 55	August Actual 3.930 69 2.275 897 611 65 1.275 80 2.210 75 00 2.210 75 00 2.210 75 00 2.210 75 00 3.777 48 2.872 80 7.412 00 7.412 00	Stylamber           Actual           3,419,59           5,229,00           5,529,00           5,11,419,17           6,559,17           6,559,17           6,559,07           7,558,00           25,954,20           3,954,20           25,954,20           1,256,20           1,256,20           1,256,20           3,300,20           9,077,44           9,071,41           9,071,41           9,071,41           9,041,85	0.00 Cotober Actual 3.438.09 3.727.71 611.63 3.727.71 611.63 2.031.85 8.559.23 655.00 77.699.00 77.599.00 2.2053.66 1.256.00 4.590.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.2053.65 1.256.00 4.590.00 2.059.00 2.059.00 4.590.00 2.059.00 2.059.00 4.590.00 2.059.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059.00 4.590.00 2.059	0 00 Non-ember Actual 3,433,69 5,9150 16,9754 9,907,37 	0.0 3.4% e9 2.537 27 1.667 51 1.767 51 1.767 51 1.767 51 1.787 50 5.507 50 5.507 50 5.507 50 1.256 50 1.256 50 5.507 50 5.507 20 5.507 20 1.256 50 1.256 50 1.257 50 1.	January Actual 2,856,15 2,284,190 2,284,190 2,274,11 15,669,00 113,316,00 15,669,00 15,956,00 15,956,00 15,956,00 15,956,00 15,956,00 1,256,00 7,412,00 2,21,552,00 42,260,00 2,21,552,00 42,260,00 1,255,00 1,550,000 1,550,000 1,550,000 1,550,000 1,550,0000000000	0.00 February Actual Actual 1574	0 00 March Actual 0 3380 0 3000 0 10550 0 105500 0 10550 0 105500 0 105500 0 105500 0 105500 0 1055	0
tate Erunded Education & Training Voe Prg tate Erunded Education & Training Voe Prg works Intervent of stm FL - Londact # FLUM A Off Tem Voe Training Voe Payment Churke Introduction (VOE Tem Voe	ACTEV - Schelaship - Schelaship Marcare ard kry Segotts	0 0.0 300 4.60at 3.436 69 2.1273 32 411 65 1.5252 62 448 25 22,831 00 22,831 00 22,831 00 22,831 00 22,831 00 23,9378 00 1.7556 00 7,7412 00 1.7556 0	August Actual 3.470 09 2.577 87 61153 1.444 44 8.033 97 655 00 2.1075 00 2.1075 00 2.1075 00 3.727 48 78,722 00 18,840 00 15,840 00 15,840 00 15,840 00 15,840 00 16,840 00 16,940 000000000000000000000000000	September           Actual           Actual           3.430.99           5.299.30           5.91.90           1.413.17           6.509.47           6.509.47           6.959.00           7.556.00           17.596.00           20.475.00           20.475.00           21.753.00           22.954.00           20.475.00           17.596.00           17.596.00           17.753.00           2.024.00           17.757.00           3.300.00           9.077.14           19.471.54	0.00 Cotoser Actual 3.438.09 3.227.71 611.63 2.207.18 6.958.23 6.959.00 7.536.00 7.536.00 1.260.36 1.256.00 1.256.00 1.256.00 6.951.75 1.256.00 6.951.75 7.955.755.75 7.955.755.7	0 00 Newmbar Actual 3.431.69 2.893.00 5.91.90 1.627.54 9.057.37 6.95.00 1.627.54 9.057.37 1.627.535.00 1.627.545 0.057.37 1.627.545 0.057.00 1.526.00	0.0 3.450.9 2.550.9 2.550.9 2.550.9 2.550.9 3.1460.73 11.221.76 655.00 6.250.00 6.250.00 6.250.00 7.557.00 7.55	January Actual 2, 65, 15 2, 254, 50 1, 667, 63 2, 674, 60 2, 674, 61 2, 674, 61 13, 516, 60 6, 280, 00 6, 280, 00 7, 412, 00 7, 412, 00 7, 412, 00 7, 412, 00 7, 412, 00 7, 412, 00 9, 674, 74 1, 556, 50 9, 674, 74 1, 556, 50 2, 65, 60 2,	February February 2762 2762 2762 2762 2762 2762 2762 276	0 000 March Actual 3.398 0 3.090 0 8 1.067 6 11.1571 1 15.715 0 0 695 0 0 10.842 0 0 5.824 0 0 1.1576 5 0 1.1576 2 2 800 0 1 802 7 2 800 0 1 802 7 1 800 0 1 800 0 1 1 800 0 1 1 802 7 1 800 0 1 1 802 7 1 800 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	0
tate Funded Education & Training Voc Prg tate Funded Education & Training Voc Prg works Intervent of Strink - Londert Fluxer S Conference Strink - Londert Fluxer FrOGE Eff Comp Storm Roon & Bard EffOGH EffC Storm Expenses EffOGH Storm Roon and Training Vocube Roopen EffOGH EffC Effect Root Roopende EffOGH Effect Root Roopende EffOGH EffC Effect EffC Offach Root Roopende EffOGH Effect EffC Offach Root Root Root Root EffEqUENCE Root Root Root Root EffEqUENCE Root Root Root Root EffEqUENCE Root Root Root Root Root Root Root Roo	ACTEV - Scholashp Abscare ard kir/Supports	0 0.0. 3/07 Actual 3.3/8 09 2.173.3/8 411.61 3.526 7.1944.47 455.00 2.2.511.00 2.2.511.00 2.2.511.00 2.2.511.00 2.2.511.00 2.2.511.00 2.2.512.00 2.2.521.0	August Actual 3,438,09 2,578,07 4,516,01 1,644,44 8,019,97 6,550 2,2105,00 2,2105,00 2,2105,00 2,2105,00 1,3727,48 1,550 1,555,00 1,255,00 1,255,00 1,255,00 1,255,00 2,202,00 2,202,00 2,202,00 2,202,00 2,202,00 2,575,00 2,202,00 2,575,00 2,202,00 2,576,00	Steptencher           Actual           3,430,59           5,5293,50           5,5293,50           1,415,17           6,559,47           6,559,47           6,559,47           6,559,47           7,558,50           7,558,50           12,552,50           12,552,50           12,554,50           17,733,31           2,024,90           17,7534,50           17,7533,30,50           9,017,44           19,917,52           4,925,50           17,933,12           2,024,90           17,97,92           4,175,50           19,917,12           3,30,00           9,9077,41           19,411,25           40,241,54	0.00 0.00 0.1000 0.100 0.100 0.10000 0.1000 0.10000 0.10000 0.1000 0.10000 0.10000 0.10000 0.10000 0.1000	0 00 November Actual 3,438,69 2,693,00 16,675,44 9,667,37 655,00 16,559,00 16,559,00 16,559,00 16,559,00 16,559,00 16,550,00 16,550,00 16,550,00 17,503,00 1,550,00 1,555,00 1,55	0.0 3.436.9 2.553.9 1.667.5 1.1460.13 11.211.5 555.00 1.3187.00 1.3187.00 1.556.00 1	January Actual 2,856,15 2,294,59 1,667,63 2,264,11 15,668,00 655,00 13,316,00 15,055,00 15,055,00 15,055,00 15,055,00 7,412,00 2,21,552,00 42,205,08 2,244,00 5,840,02 2,044,00 5,840,02 1,051,00 5,840,02 1,051,00 5,840,020,020,020,020,020,020,000,000,000,0	0.00 February Actual 3.490 3.702 5.5345 5.5345 5.5345 5.5345 5.5345 5.5345 5.5345	0 00 March Actual 0 3 2000 0 1007 0 1007	0
tate Funded Education & Training Voe Prg tate Funded Education & Training Voe Prg tate Funded For Strip (London Full)  A Colore (State) First Advance Paymed (Dute Indigate) (ROME Case Management Extended Foster Care FFCH EFC Grain Toren Roon & Bard FFCOH EFC Grain Toren Roon & Bard FFCOH EFC Grain Form Roon & Bard FFCOH EFC FFC FFC FFC FFC FFC FFC FFC FFC FFC	ACTEV  - Scholaship  - Scholaship  wd  kcySuggests	0 0.0 3-07 Actual 3-269 69 2/17/3 32 4/11 55 1/5/22 62 1/5/22 77 4/44 47 2/23 100 2/2 317 00 2/2 317 00 2/2 317 00 2/2 317 00 7/44 47 2/2 317 00 7/44 20 1/5/20 77 2/4 55 31 2/64 00 3/5/20 77 2/4 55 3/5/20 2/2 3/20 1/5/20 2/2 3/20 1/5/20 1/5/20 2/2 3/20 1/5/20 1/5/20 2/2 3/20 1/5/20 1/5/20 2/2 3/20 1/5/20	August Actual 3,535,69 2,575,89 411,63 1,484,44 8,033,97 455,00 21,075,00 3,727,48 20,722,00 1,556,00 7,412,00 7,412,00 7,412,00 7,412,00 1,556,00 2,209,00 3,37,714,2 2,209,00 1,556,00 2,209,00 4,575,00 2,209,00 1,556,00 2,209,00 1,556,00 2,209,00 1,556,00 2,209,00 1,556,00 2,576,00 1,557,00	Steptencher           Actual           3.439.39           5.289.30           5.299.30           591.30           1.415,17           6.559.47           6.559.47           6.559.37           7.536.30           3.472,82           1.75.09.00           3.472,82           1.266.30           1.266.30           2.094.00           4.300.30           2.094.00           1.75.30           3.177.30           3.077.30           3.077.43           9.077.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41           9.071.41	0.00 October Actual 3.438.09 3.727.71 611.63 3.727.71 655.00 175.698.00 7.538.00 7.538.00 1.256.08 1.256.08 1.256.09 1.256.09 1.256.00 1.256	0 00 November Actual 3.433 69 2.893 00 1.627 54 9.697 37 695 00 1.627 54 9.999 37 1.627 54 9.999 37 1.627 54 9.999 39 7.535 00 1.555 00 1.255 00 1.25	0.0 3.05.6 3.05.6 1.67.5 1.67.5 1.77.5 1.77.5 1.77.5 1.77.5 5.280.0 5.280.0 5.280.0 1.75.6 5.280.0 1.75.6 5.280.0 1.75.6 1.75.6 1.75.6 1.75.6 1.75.6 1.75.6 1.75.7 2.00.0 1.75.7 1.77.7 2.00.0 1.75.7 1.77.7 2.00.0 1.77.5	January Actual 2,856,15 2,854,95 2,874,90 2,874,91 15,680,00 5,280,00 6,280,00 6,280,00 7,412,000,000,000,000,0	0.00 February 2.00 1.	0 00 March Actual 0 3 3000 0 10 550 0 10 10 10 10 10 1 1571 0 10 10 10 10 10 1 1570 0 10 10 10 10 10 1 1570 0 10 10 1 1570 1 157	0
tate Funded Education & Training Voe Prg tate Funded Education & Training Voe Prg works Intervent of stm FL - Londot # FULJee  Control Control Control Control Control Control  A Control	ACTEV  - Schelaship  Aterare ard	0 0.0 300 Actual 3.458 69 2.1273 23 411 51 1.5252 62 448 25 29,570 00 1.5550 00 22,431 00 448 25 29,570 00 1.5550 00 1.55500 00 1.55500 00 1.55500 00 1.55500 00 1.55500 00 1.55500 00 1.5550	August Actual 3.470 09 2.577 87 61153 1.444.4 8.033 97 655 00 2.1075 00 2.1075 00 2.1075 00 2.1075 00 3.727 48 78,222 00 15,840 00 1.5840 00 1.5840 00 1.5840 00 1.5840 00 1.5840 00 1.5850 00 2.200 00 9.007 14 4.6973 40 4.9734 40	September           Actual           Actual           3.4130.59           5.209.30           5.9130           1.413.17           6.559.47           6.559.47           6.559.50           7.556.50           7.556.50           7.556.50           20,472.80           12,454.00           20,472.80           13,1773.31           2,044.00           77,594.50           9,077.44           19,213.43           40,24134           40,24134           90,800.27	0.00 Cotoser Actual 3.438.09 3.227.71 611.63 2.201.85 8.958.23 695.00 7.536.00 7.536.00 7.536.00 1.260.36 1.256.00 1.275.727 1.255.27 2.277.28 2.277.	0 00 Newmbar Actual 3.431.69 2.893.00 5.91.90 1.627.54 9.057.37 6.95.00 1.627.53 9.957.37 7.535.00 1.627.54 9.057.37 7.535.00 1.627.54 0.00 1.625.54 0.00 1.625.54 0.00 1.755	0.0 3.450.9 2.550.9 2.550.9 2.550.9 2.550.0 3.1460.73 11.211.8 655.00 6.250.00 6.250.00 7.557.00 5.250.00 7.557	January Actual 2, 65, 15 2, 254, 50 1, 667, 63 2, 674, 60 2, 674, 61 2, 674, 61 13, 316, 60 6, 280, 00 6, 280, 00 7, 412, 60 7, 40 7,	0.00 February Actual 1.53 1.52	0 000 March Actual 0 3000 0 10,0450 0 695.0 0 10.842.0 0 11.376.0 0 15.822.0 0 15.822.7 0 15.822.7	0
tate Funded Education & Training Voc Prg tate Funded Education & Education Processing Procesing Procesing Pr	ACTEV - Scholaship - Scholaship ard kc/ Supports	0 0.0 3-by Actual 3-758 99 22173 32 411 61 555 00 22 3170 22 3170	August Actual 3.439,09 2.2578 g7 61163 1.4444 8.51397 655.00 2.2105 50 2.2105 50 2.2105 50 2.2105 50 3.72748 1.4242 1.42	Stytember           Actual           3,430,59           5,528,50           5,529,50           6,559,17           6,559,17           6,559,17           6,559,17           6,559,17           6,559,17           6,559,17           6,559,17           6,559,17           545,450           20,472,80           12,555,30           12,555,30           17,594,50           17,753,13           2,024,10           17,753,33,30,30           9,017,14           19,431,25           40,241,54           19,600,27	0.00 October Actual 3.438.09 3.727.71 611.63 2.081.65 8.959.00 17.699.00 17.699.00 1255.00 0.225.55 0.225.55 1.255.00 0.225.55 0.01.75 1.255.00 0.225.55 0.01.75 0.00 0.01.75 0.00 0.0	0 00 November Actual 3,438,69 2,693,00 16,672,44 9,607,37 655,00 16,573,40 16,573,40 16,573,40 16,573,40 12,5600 1,256,00	0.00 3.436.65 2.532.95 1.667.51 11.721.18 155.00 13.187.00 13.187.00 13.187.00 15.502.00 1.255.00 1.25	January Actual 2,856,15 2,294,190 2,674,11 15,669,00 655,00 11,3,756,00 15,056,00 15,056,00 15,056,00 15,056,00 15,056,00 15,056,00 15,056,00 7,412,00 2,1550,00 42,056,01 15,550,00 15,050,000,000,000,000,000,000,000,000,0	0.00 February Actual 3.439 30 3.702 1.572 1.573 6.55 5.55	0 00 March Actual 0 2000 0 1000 0 0 0 0 1000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0         Acriation         Ac



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

5b. Update the **Total Exp** tab with the non-recurring expenditure amounts entered in the **Non-Recurring** column of the Expense section within the CBC-Financial Application system by the CBC.

• Enter data in the green cells according to OCA and month.

Enter the amounts from the Non-Recurring Column of the Monthly Expenditure within the CBC-Financial Application system in the Total Exp Tab of the CO View; see below:

tion A											/	
			Amount	Admin Spread	Amount with Admin	Carrie Forwar	d rd Ex	Net penditures	DCF Adjustment		stal No	on-Recurring
ld Placing Agenc	cy	CHPA0	0.00	0.00	0.0	0	0.00	0.00	0.0	00	0.0	0.00
PENDENCY C.	ASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.7	9	0.00	691,009.79	0.0	69	1,009.9	0.00
OOPTION SERV	VICES	AS000	38,616.73	3,668.31	42,285.1	0	0.00	42,285.10	0.0	00 42	2,285 10	0.00
loption Support S loptive (FSFN)	Services - Pre-adoptive and Post-	ASOCS	0.00	0.00	0.0	0	0.00	0.00	0.0	00	00	0.00
EVENTION SV	CS FAMILY NOT DEP	PVS00	159,391.74	15,141.32	174,533.0	6	0.00	174,533.06	0.0	00 174	4,533 06	0.00
evention Services	- Non Dependent Child (FSFN)	PVSCS	0.00	0.00	0.0	0	0.00	0.00	0.0	00	00	0.00
ther Client Service	es IH	CSOIH	1.606.59	152.62	1.759.2	1	0.00	1,759.21	0.0	00	1.759 21	0.00
ther Client Service	es OOH	CS00H	22.482.58	2.135.73	2 24.618 3	0	0.00	24.618.30	0.0	00 2	4.618 30	0.00
her Chert Service	es Adont	CSOAS	7 528 57	715.12	7 8 243 7	4	0.00	8 243 74	0.0	0	243 74	0.00
Turbing D	e e marge	TDDIC	0.904.00	040.04	10.0240		0.00	10.026.04	0.0		1.026.4	0.00
au Training Pre/In	a service	INPIS	9,895.98	940.08	10,836.0		0.00	10,836.04	0.0	10 10	7,830.04	0.00
raining Foster & A	Adopt. Parents	TRFCA	0.00	0.00	0.0	0	0.00	0.00	0.0	00	0.0	0.00
ther Services		PR024	35,109.25	3,335.18	38,444.43	3	0.00	38,444.43	0.0	31	8,444.43	0.00
		Totals:	905,693.82	\$6,035.85	5 991,729.6	7	0.00	991,729.67	0.0	0 99	1,729.67	0.00
			Septe	mber	October		Novem	to ber	cal intranet   Prot	ected Mode	Off Jan	4 <sub>a</sub> • € 100
001	004 Tel.		Septe	rrber	October		Noverr	to ber	cal intranet   Prot Decemb	ected Mode er	Off Jan	4 <sub>A</sub> = € 100
OCA	QCA Tide		Septe	mber	October Total Expenditures No	n Recurring E	Novem Total Scientifices	Nos Recuring	cal intranet   Prot Decamb	ected Mode: er Non Recurring	Off Jan Total Excendious	Non Recurring
OCA Dig	OCA Title		Septe Total Expenditures 440,150.66	mber	October Total Expenditures No 772;657;42	n Recurring E 40,199.34	Novem Total Expenditures 720,765,55	Non Recurring	Cal intranet   Prot Decemb Total Expenditures 737,269,28	ected Mode: er Non Recurring	O₩ Jan Total Expenditure 731.00	Non Recurring T
0CA DCM00 Dig CPHA0 Chil AS000 Ado	OCA Title pendency: Case Management Md Pilosing Agency (FSP1) option Service		Septe Total Expenditures 440,150.66 0.00 24,223.56	Non Recurring	October Total Expenditures No 772;657;42 0.00 20,750;61	n Rocurring E 40.199.34	Novem Total 5xpenditures 720.785.55 0.00 19.566.46	Non Recurring	Ceal intranet   Prot Decemb Total Expenditures 737.269.28 0.00 24.234.20	ected Mode er Non Recurring	CHF Jan Expenditure 731.00 18.816	√a € 100           value         Non           Recurring         1           0         0
0CA DCM00 Drg CPHA0 Chil A5000 Ado A5000 Ado	OCA Title pendency Case Management M Flacing Agency (FSPN) splon Suppor Services Prix Post Adoptine (FSP)	N	Total Expenditures 440.150.66 0.00 24.233.56 0.000	Wen Recurring	October Total Expenditures No 772,657,42 0,00 20,750,61 0,00	n Rocurring E 40.199.34	Novem Total Expenditures 720.765.55 0.00 19,566.46 0.00 36.312.20	Non Recurring	Decemb           Total Expenditures           737.269.28           0.00           0.42.234.20           0.00           0.00           0.42.134.20	ected Mode er Non Recurring	Off Total Expenditure 731.00 1 	4a € 100           wa         Non           Recurring         T           0         0           0         0           0         0
0CA DCM00 Drg CPH40 Chi AS00 Ado AS02S Ado PVSCS Pre- PVSCS Pre-	OCA Title pendescy: Case Management M Placing Agency (FSPN) option Support Services Pre-Post Adoptive (FSP) W Scis for Families Currently Not Dependent (FS Noca for Families Currently Not Dependent FS	N) SFN()	Total Expenditure: 440,100.66 0.00 0.24,213.55 0.00 162,956.01 0.00	Non Recurring	October Total Expenditures No 20,756.61 20,756.61 0,00 167,624.48 0,00	n Racurring E 40.199.34 6.341.47	Novem Total Expenditures 720,785,55 0.00 19,566,46 0.00 36,332,70 0.00	Non Recurring	Total Expenditures 737.269.28 000 24.234.20 0.00 140.361.12 0.00	ected Mode er Non Recurring	Off Jan Total Expenditure 731.00 1 318,818 0.0 130,5 3.6 0.0	43 € 100           Non         Recurring T           0         0           3         0
0CA DCM00 Drg CPHA0 Cnil A8000 Ado A5002 Ado A5002 Pres CS004 Orb CS004 Orb	OCA Title profestoy Case Management MF Racing Agency (FSPN) ogton Sinucas Socia for Familias Cumerty Not Oppendent - Socia for Familias Cumerty Not Oppendent (F2 er Socia for Socia cumerty Not Oppendent (F2 er Socia for Socia cumerty Not Oppendent (F2) er Socia for Socia for Socia cumerty Not Oppendent (F2) er Socia for Socia for Socia	Nj.	Total Expenditures 440,100.66 0.00 02,233.55 0.00 162,956.01 0.00 1,729.94 19.154.02	Non Recurring	October Total Expenditures No 20, 55, 61 0, 00 16(7, 624, 43 0, 00 775, 43 11, 52, 67	n Rocurring E 40.199.34 6.341.47	Novem Total Expenditures 720.765.55 0.000 319.566.46 0.000 3.6332.70 0.09 3.972.13 16.372.72	Non Recuring	Decemb           Total Expenditures           737.269.28           0.00           0.00           10.361.12           0.00           40.351.17           41.17.13	ected Mode er Non Recurring	Off Total Expendicute 731.00 18.8 0.0 130.5 8.8 0.0 0.0 2.8 3.5 9.1 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1	√a ₹ 100 Non Recurring T 0 0 0 0 0 0 0 0 0
OCA           DCM00         Drsp           DCM00         Drsp           DCM00         Drsp           DCM00         Drsp           DS0CS         Ads           AS90CS         Ads           PVS0S         Pre           PVS0S         Pre           CS0H         Ohl           CS0H         Ohl           CS0H         Ohl	OCA Title perdetsy: Care Management dd Picity Agency (FSPI) that Beach State State State Families Currently Nic Dependent Pics for Families Currently Nic Dependent (FS en Curret State) - In Home en Clart State(cs - In Home en Clart State(cs - Adoption	Nj. SFN()	Total Expenditures 440,100,66 0,000 162,956,00 10,000 1,729,94 19,164,99 7,145,39	Non Recurring	October Total Expenditures No 20,756 61 20,756 61 20,756 61 0,00 1617,624.48 0,00 716 43 11,252 67 8,149 21	n Rocurring E 40.199.34 6.341.47	Novem Total Expenditures 720,765,55 0,000 19,506,466 0,000 36,332,70 0,000 3,972,13 16,372,72 6,165,99	Non Recuring	Decemb           Total Expenditures           737.265.28           0.00           4.234.20           0.00           140.361.12           0.00           4.053.37           7.166.19	ected Mode er Non Recurring	Off Total Expendium 721:00 18:8 10 10:0 2.1 10:0 3:3 11:0 5:3 12:0 5:72:0	√a ₹ 100 Non Recurring 0 0 0 0 0 0 0 0 0
0CA DCM00 Drg CPH40 CPh AS300 Ado AS300	OCA Title pendescy Case Management Id Flacing Agency (FSFN) spice Services Pre-Post Adopting (FSF) social for amilias Cametrily Not Dependent (F2 the California Services Pre-Dest Adopting Sector Familias County) Into Dependent (F2 the California Services Pre- Post Services - Adoption ming - Phe-Services and In-Services and - Forter and Acottop Parent	Ni SFN)	Total Expenditure: 440.150.66 0.000 24.233.56 0.000 1.279.54 19.164.99 7.195.52 16.555.24 0.000	Non Recurring	October Total Expenditures Not 20,56 61 0.00 16f,624.43 0.00 716 43 11,822 67 11,842 21 13,770 27 0.00	n Recurring E 40,199,34 6,341,47	Novem Total Expenditures 720,785,55 0,000 19,506,46 0,000 3,972,13 16,372,72 6,185,99 12,810,28 0,000	Non Recurring	Decemb           Intranet   Prot           Intre   Prot           Intrane	ected Mode er Non Recurring	Off Total Expendium 731.00 188.85 5 100.0 2 13.0 5 72.0 1 5 72.0 1 2 2 2 2 2 2 2 2 2 2 2 2 2	√a ₹ 100 Non Recurring T 0 0
0CA DCM00 Drg CPH40 CM AS000 Ado AS000 A	OCA Title andetsy: Case Management Mit Placing Agency (FSPR) option Services Socia for Familiae Committy Net Oppindent Socia for Familiae Committy Net Oppindent (FS Socia for Familiae Committy Net Oppindent (FS Socia for Familiae Committy Net Oppindent (FS Socia for Services - N tomis er Clinit Services - 20 of Home er Clinit Services - 20 of Home ring - Total and Neghtine Parent en Services	NI FFN0	Septe 440.150.66 0.00 0.22,233.56 0.20 152,956.01 0.729.54 19.164.99 7.164.99	Non Recurring	October Expenditures Noo 20,750.61742 0.00 1617,624.48 0.00 7164.31 111,522.67 16,49211 13,770.27 0.00 0.00 0.00 0.00 0.00 0.00 0.0	n Racuring E 40,199.34 6.341.47	Novem Total 720.765.55 0.00 19.566.46 0.00 3.932.70 0.00 3.932.13 16.372.27 5.165.99 12.810.28 0.00 0.452.42.05 84.177	Non Recurring	Cal intranet   Prot Decemb Total Expenditures 737.269.28 0.00 04.2534.20 0.00 140,351.12 0.00 4.05337 4.177.13 3.356.85 1.356.85 0.00 0.	ected Mode er Non Recurring	Off Jan Total Expendium 0 (1) 130 (3) 2 (1) 5 (7) 2 (2) 5 (7) 2 (2) 2 (2	4 100 Non Recuring 1 0 0 0 0 9 8 8 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0
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0CA  CCM00 Dig C	OCA Title pendetsy: Case Management IM Placing Agency (FSPR) option Services System Services Pre-Dest Adaption (FSP Sec for Frankers Camer). Net Objective (FSP Sec for Frankers - In tomic Sec Care Services - In tomic er Clinit Services - 20 of Home er Services er Policity and the Clinit Services er Pen-Hongenetic Lings and Ling Selvices - Chier er Bernichter Services er Pen-Hongenetic Lings and Ling Selvices - Taler er Bernichter Services er Pen-Hongenetic Lings and Ling Selvices - Chier	N	Septe           Total Expendences           440,192.66           0.00           0.00           1.02.86           0.00           1.129.34           1.1	Non Recurring	October         No           Total         Exponences         No           20172         67.42         30.00           107.02.67.42         30.00         30.00           107.02.67.42         30.00         30.00           117.62.67.42         30.00         30.00           117.62.67.43         11.30.06         30.00           104.197.31         10.41.07         30.00           104.197.32         10.30.306.47         30.30.304.41           13.30.306.47         1.33.30.41         1.33.30.52.57           13.32.55.47         1.32.55.47         1.32.55.47	n Recurring E 40 199 34 6 341 47 3 631 92 59 172 73 0 000 59 172 73	Novem Total Coenditures 720,765.55 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Non Recuring	Control         Control	er Non Recurring	Ceff Total Expenditure 721 (20) 721 (20) 721 (20) 721 (20) 721 (20) 72 731 (20) 73 74 75 75 75 75 75 75 75 75 75 75 75 75 75	Image         Page         Page           Non         Recurring         T           Recurring         T         O           O         O         O           O         O         O           S         O         O           S         O         O           S         O         O           S         O         O           S         O         O           S         O         O           S         O         O           S         O         O           S         O         O           O         O         O           O         O         O           O         O         O           O         O         O           O         O         O           O         O         O
OCA         Dot           D23400         Dot           D24400         Dot           D24400         Dot           A3000         Aba           A3000         Aba           A3000         Precision           Prices         Precision           D2500         Precision	OCA Title pendersy: Carle Management 64 Paoling Agency (FSFI) option Sinucas Stack for Families Currently. Not Dependent (FS in Scack for Families Currently. Not Dependent (FS in Clark Sencers - Home into: Clark Sencers - Home into: Clark Sencers - Home into: Clark Sencers - Home sensed Carle - Reg Croup Home-Ernerg Strektors enseed Carle - Other interance Adoption Subsidies - Tube K-E Reguring Adoption Expenses enterance Adoption Subsidies - Tube K-E Regenergy Adoption Expenses enterance Adoption Subsidies - Tube K-E Advance Payments - Tube K-E Advance Payment (Dake Eligibé)	N SP() SP() SP() SP() SP() SP() SP() SP()	Septem Total Expendences 440 150 66 00 0.00 152 560 1 152 560 1 155 550 0 155 560 1 155 550 0 155 560 1 155 550 0 155 560 1 155 550 0 155 560	Non Recurring	October         No           Total         Expenditors         No           72.857.42         6.00         0.00           93.05.61         10.00         0.00           75.43         11.01         0.00           19.64.24         0.00         0.00           45.755         34.94         11.01           19.010         60.07         20.00         0.00           45.755         34.95         1.941.66         0.00           45.075         34.95         34.95         34.95           19.010,66.47         1.980.66.47         1.980.66.47         1.980.66.47           19.831.66.20         17.72.85.40         1.72.85.40         1.72.85.40           19.242.42         1.980.66.47         1.980.66.47         1.980.66.47           2.800.00         2.244.14         2.244.14         2.244.14	n Rocuring E 40.199.34 6.341.47 3.631.92 50.172.73 0.00 50.172.73	Novem Total Coendfures 720.765.55 0.000 19.566.46 0.000 0.00100000000	Lo	Intranet         Protection           Data         Data           <	er Non Recuring	Ciff Total Expendium 721100 721100 721100 72100 72100 72100 72100 70 72100 7 72 70 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
OCA         Display           D2M00         Display           D2M00         Display           AR005         AR0           AR005         AR0           PPISO         Per           D2M01         Display           PVISO         Per           D2M02         Display           PVISO         Per           D2M03         Display           PVISO         Per           D2M04         Display           PVISO         Per           D2M04         Display           D2M04         Display <td>OCA Title perdetsy: Case Management 64 Repto Agency (5511) option Stacks repton Stacks repton Stacks with the state of the state of the state repton Stacks with the state of the state with the state of the state with the state of the state with the state of the state repton and the state state of the state stat</td> <td>N SPD aton - Elgibla res - Elgibla ton - Indigbla</td> <td>September 2014 September 2014 Septem</td> <td>1 Von Recuring</td> <td>October           Total         Expendences         Wo           P28: 657: 667         900         900           900         900         900         900           900         900         900         900         900           900</td> <td>n Recurring E 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 199 35 199 35 199 37 29 39 17 27 3 36 31 32 29 39 17 27 3 36 39 17 27 3</td> <td>Total Total 220 1555 0 000 155564 0 000 000 000 000 000 000 000 000 000</td> <td>Lo</td> <td>Cost El Concentration           Total El concentration           727 269 20           900           100.81152           900           1,37,900 32           999 00           1,37,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,2945 41           0,000           4,000 33           1,2945 41           0,000 32</td> <td>er Non Recuring</td> <td>Ciff  Total  Expendium  Total  Expendium  Total  Expendium  Total  Total</td> <td>Image: square         Squar         S</td>	OCA Title perdetsy: Case Management 64 Repto Agency (5511) option Stacks repton Stacks repton Stacks with the state of the state of the state repton Stacks with the state of the state with the state of the state with the state of the state with the state of the state repton and the state state of the state stat	N SPD aton - Elgibla res - Elgibla ton - Indigbla	September 2014 Septem	1 Von Recuring	October           Total         Expendences         Wo           P28: 657: 667         900         900           900         900         900         900           900         900         900         900         900           900	n Recurring E 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 48 199 34 199 35 199 35 199 37 29 39 17 27 3 36 31 32 29 39 17 27 3 36 39 17 27 3	Total Total 220 1555 0 000 155564 0 000 000 000 000 000 000 000 000 000	Lo	Cost El Concentration           Total El concentration           727 269 20           900           100.81152           900           1,37,900 32           999 00           1,37,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,39,900 32           1,2945 41           0,000           4,000 33           1,2945 41           0,000 32	er Non Recuring	Ciff  Total  Expendium  Total  Expendium  Total  Expendium  Total	Image: square         Squar         S
OCA         Do           D24403         Do           D24404         Do           D24040         Do           D24040         Do           D24040         Do           A2002         Ash           A2002         Ash           D2500         Pre           D2604	OCA Title pendetsy: Case Management Id Placing Agency (FSPI) option Sinucas option Signal Case (Case (Case)) Sites for Familias Contrelly Net Oppondent (FS Sites for Familias Contrelly Net Oppondent (FS Sites for Familias Contrelly Net Oppondent (FS option Sinucas the Clinit Sinicas - Joint (Case) the Clinit Sinicas - Joint (Case) aniad Case - Fodder Homes entered Care - Rold Homes entered Care - Rold Homes entered Care - Rold Homes entered Care - Other entered Care - Tother Homes entered Care - Tother Homes entered Care - Tother Homes entered Care - Tother Homes entered Care - Dother entered Care - Dother entered Care - Dother entered Care - Dother Care - Care Applied Living Sances - Other Care Condin date Phil Hobepredent Living Sances - Dother CANoance - Dother Care Condin date Phil Hobepredent Living Sances - Dother Explored Living Sances - Dother Care Condin date Phil Hobepredent Living Sances - Dother Care Phil Hobepredent - Dother - Dothe	to - Eighta	September 2014 Control	Non Recurring	October         No           Total         Exponences         No           20176         67.40         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.42         10         10           197.02.67.43         10         10           198.07.97.43         10         10           198.07.97.44         10         10           197.07.94         13/30.06.47         13/30.36.47           198.07.42         12         12.45.47           10.26.07.42         12         12.45.47           10.26.09.30         2.609.39         2.609.37           0.00         0.00         0.00	n Recurring E 40.199.34 6.341.47 3.631.92 50.172.73 0.00 50.172.73	Total Consolution 720 725 55 0 720 720 720 720 720 720 720 720 720 72	Lor     Non     Recuring	Fotal Expenditures           722.695.30           722.695.31           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           722.695.32           701.695.32           701.695.32           71.765.19           71.765.19           71.795.195.61           727.795.91.78           797.695.91.78           797.695.91.78           797.695.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78           797.795.91.78	er Non Recuring	Ciff  Total Expenditure 731.00 731.00 731.00 731.00 731.00 731.00 731.00 731.00 731.00 73 731.00 73 73 73 73 73 73 73 73 73 73 73 73 73	Image: Point of the second s
OCA         Dot           D23400         Opp           D23400         Opp           D23400         Opp           A3000         AAA           C3040         On           C3040         On           C3041         On           C3041         On           C3041         Date           LD706         Last           LD706         Last           LD707         Last           LD708         Last           LD709         Last           VR001         Max           VR001         Max           VR001         Max           VR002         Date           VR004         Date           VR004         Date           VR004         Date           VR004         Date           VR004         Date	OCA Title pendersy: Carle Management 64 Pisoing Agency (VSFN) option Sinuces Stack for Families Currently Not Dependent IF- the Clark Sensors - United States the Clark Sensors - Home the Clark Sensors - Home sensor Clark - Resonance resonance Adaption Subadows - Tate NC- Rescuring Adaption Subadows - Tate Adaption Subadows - Tate Clark Siljabio Sensor - Tate Clark Siljabio Res Philohogenet Clark Siljabio Se Management Clarke Siljabio Se Management Clarke Siljabio Se Management Clarke Siljabio Se Management Clarke Siljabio Se Management Clarked Fizal Adaption Silin Senic Se Management Clarked Fizal Adaption Silin Senic Se Management Clarked Fizal Adaption Silin Senic Se Management Clarked Fizal Adaption Silin Senic Senicht Silin Senicht Silin Senicht Senicht Silin Senicht Senich	N SP() SP() SP() SP() SP() SP() SP() SP()	Septem Total Expendences 440 150 66 000 0.00 152 58-01 152 58-01 152 58-01 152 58-01 155 58-25 155 740 44 155 740 44 155 740 44 156 58-25 157 400 45 157 40 157 40 157 40 157 45 157 45	Non Recurring	October           Total         Respectives         No           20,726,87,42         0.00         0.00           9,00,60         10,66,60         0.00           9,00,61         10,66,60         0.00           9,00,61         10,96,60         0.00           9,00,61         10,97,92         0.00           9,00,64,71         10,90,66,47         10,90,66,47           9,00,64,71         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,66,47         10,90,66,47         10,90,66,47           10,90,60,47         10,90,66,47         10,90,66,47           10,90,60,47         10,90,66,47         10,90,64,47           10,90,60,47         10,90,60,47         10,90,64,47           10,90,60,47         10,90,64,47         10,90,64,47           10,90,60,47         10,90,64,44,47	n Rocuring E 40.199.34 6.341.47 3.631.92 50.172.73 0.00 50.172.73	Total 2020 15:55 0000 2020 15:55 00000 000000	Lo	Intranet         Protection           Data         Data           <	er Non Recuring	Ceff  Total  Expendium 721100 721100 721100 721100 72110 70 72110 7 7210 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
0CA 0CA 0CA 0CA 0CA 0CA 0CA 0CA	OCA Title perdetsy: Care Management 64 Pierde Agency (FSTR) option Stepped Pierde Agency (FSTR) option Stepped with the Agency (FSTR) with the Agency (FSTR) option (FSTR) o	N SPN SPN SPN SPN SPN SPN SPN SPN SPN SP	September 2014 - 120 - 2	Non Recurring	October         No           Total         Expendences         No           P26 87-42         0.001         0.001           900         0.01         0.01           972 857-42         0.01         0.01           974 857-42         0.01         0.01           974 87-43         1.11         1.22         0.01           975 95 11         1.024 97         0.01         0.01           974 957 954         1.001 877 0.01         1.001 877 0.01         0.01           974 97 94         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 951 91         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         1.031 0.06 47         1.031 0.06 47         1.031 0.06 47           974 950 92         <	n Rocurring E 40 199 34 6 341 47 3 631 47 50 172 73 0 00 50 172 73	Total Conditive 2021F5.55 000.55 000.55 000.55 000.05 0000.05 0000.05 000.05 000.05 000.05 000.05 000.05 00	Lor     Nos     Recuring     000     0.00	Cost         Economic           Total         Economic           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           727         269           70         269           70         269           70         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269           71,85         269  <	er Non Recuring	Ceff  Total Expenditure 7731.00 7731.00 7731.00 7731.00 7731.00 7731.00 7731.00 7731.00 7731.00 773 7731.00 77 773 77 77 77 77 77 77 77 77 77 77 77	Image: Point of the second s



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

5c. Update the Carry Fwd Used tab with the carry forward amounts entered in the Carried Forward column of the Expense section within the CBC-Financial Application system by the CBC.
Enter data in the green cells according to OCA and month.

Enter the amounts from the Carry Forward Column of the Monthly Expenditure within the CBC-Financial Application system in the Carry Fwd Used Tab of the CO View; see below:

Administrative Cost									\$6,035.85
					$\frown$		Total Admini	strative Cost:	86,035.85
Section A									
			Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment		
Child Placing Agency	CHPA0	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009. 9	0.00	691,009.79	0.00	691,009.79	0.00
ADOPTION SERVICES	AS000	38,616.73	3,668.37	42,285 0	0.00	42,285.10	0.00	42,285.10	0.00
Adoption Support Services - Pre-adoptive and Post- Adoptive (FSFN)	ASOCS	0.00	0.00	C 00	0.00	0.00	0.00	0.00	0.00
PREVENTION SVCS FAMILY NOT DEP	PVS00	159,391.74	15,141.32	174,533 06	0.00	74,533.06	0.00	174,533.06	0.00
Prevention Services - Non Dependent Child (FSFN)	PVSCS	0.00	0.00	00	0.00	0.00	0.00	0.00	0.00
Other Client Services IH	CSOIH	1,606.59	152.62	1,759 21	0.00	1,759.21	0.00	1,759.21	0.00
Other Client Services OOH	CS00H	22,482.58	2,135.72	24,618 30	0.00	24,618.30	0.00	24,618.30	0.00
Other Client Services Adopt.	CS0AS	7,528.57	715.17	8,243 74	0.00	8,243.74	0.00	8,243.74	0.00
Staff Training Pre/In Service	TRPIS	9,895.98	940.06	10,836. 4	0.00	10,836.04	0.00	10,836.04	0.00
Fraining Foster & Adopt. Parents	TRFCA	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
Other Services	PR024	35,109.25	3,335.18	38,444.43	0.00	38,444.43	0.00	38,444.43	0.00
	Totals:	905,693.82	86,035.85	991,729.67	0.00	991,729.67	0.00	991,729.67	0.00
ged in as: Marci Kirkland									2013.09.12

						k		1		m			
1				Ma	rch .	Ap	ril	Ma	4	Jun	ė		
	430	OCA Title	Planned Uses of Carry Forward	Total Expenditures	Non Recurring	Total Expenditures	Nen Recurring	Total Expenditures	Non Recurring	Total Expenditures	Non Recurring	Total AI	Total N Recum
	Reserve						3	10					
	DCM00	Dependency Case Management											1
E	CPHA0	Child Placing Agency (FSFN)											
	AS000	Adoption Services											1 2
	ASOCS	Adoption Support Services Pre-Past Adoptive (FSFN)			S						( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )		1
<u>.</u>	PVS00	Prev Svcs for Families Currently Not Dependent		-				-					
<u>8</u> -	PVSCS	Prev Svcs for Families Currently Not Dependent (FSFN)			-								+
<u>_</u>	CS0H	Other Client Services - In Home		-	-		-						-
-	CSOON	Other Client Services - Out of Home			-								-
-	TDDIE	Coner Client Services - Adoption Transm. Dra Sanaras and In Sanara		-	-					-			+
-	TRECA	Traning - Freiter and Adortus Payant											-
-	PR024	Other Services											
T	otal A		0.0	0 00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Contraction of the local distance of the loc		1	10-00	1	TDA:	1		1	- 46	1		
1	LCFH0	Licensed Care - Foster Homes											
1	LCRGE	Licensed Care - Res Group Homes/Emerg Shelters											1 0
	LCOTH	Licensed Care - Other										S	0.3
T	otal B		0.0	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17. G.	6
Т	otal A&B		0.0	0 0.0	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	1 0
1	WR001	Maintenance Adoption Subsidies - Title IV-E										*	
1	MP000	Non-Recurring Adoption Expenses											
1	39MAS	Mantenance Adoption Subsidies - TANF											1.1.1.1
	W0006	Maintenance Adoption Subsidies - Other					1	1			1		
	KRE00	Independent Living Services - Chalee Case Coordination - Eligible									1		1.
	KRLED	Chatee Pre-Independent Living and Life Skills Senices - Eligible										24	1 2
	KRA00	EEC Allowance Payment (Chafee Elizable)					1						-
-	KRI00	Independent Living Services - Challee Case Coordination - ineligible				1		1		1		-	
-	KDI (0	Chiles De leduced at Long and Like Chile Canada, Instable											1
-	10040	Charles Pre-interprises Living and Life Skills Sentors - intergole							-				-
-	KNCAID	(EFC Allowance Payment (Chalse Ineligible)					-	-	-	-			-
	KRMCE	Case Management Extended Foster Care					-	-	-	-	-		
	EFCEH	EFC Foster Home-Room & Board										-	10.00



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017



Enter the monthly advance payment amount from the Advances Tab within the CBC-Financial Application system in the CO View Tab of the CO View; see below:

Save Can	cel							Close Contract	00					
									)	Fixed Payment	Sch. Of Funds			Car
Information	Vendor	Funds	Budget	Expense	Advances	Carry Forward	Tools	Managers	10	By Month	23,056,288.00		ОК	
CROHILING CO		0570701		Control of the	per se	- Second Second Second	The strengt						0.00	
						Amount				Month	Monthy Pymts	Cumulative	Running Balance	
3				July 201	4	1.741.530.00			76	Jul-14	1,741,530.00	1,741,530.00	(5,575.76)	
				2017 201				2,7 12,000100	02	Aug-14	1,741,530.00	3,483,060.00	(352,160.78)	
2	August 2014			4	1,741,530.00			63	Sep-14	1,888,816.60	5,371,876.60	38,881.19		
8				September 201	4	1,888,816.60			76	Oct-14	1,888,816.60	7,260,693.20	42,708.03	
						1,000,010,000			48 Nov-14		1,888,816.60	9,149,509.80	158,638.15	
<i>2</i>				October 201	4	1,888,816.60		00 Dec-14		1,888,816.60	11,038,326.40	182,087.75		
2				November 201	4	1.888.816.60			93 Jan-15 1		1,888,816.60	12,927,143.00	261,533.42	
-						2,000,020.00			86 Feb-15		1,888,816.60	14,815,959.60	407,352.16	
9				December 201	.4			1,888,816.60	40	Mar-15	1,888,816.60	16,704,776.20	451,810.36	
6				January 201	5			1,888,816.60	00	Apr-15	1,888,816.60	18,593,592.80	0.00	
-				F-1					00	May-15		18,593,592.80	0.00	
	February 2015 1,8		1,888,816.60	00	Jun-15		18,593,592.80	0.00						
2				March 201	5			1,888,816.60	4	Total Paid	18 593 592 80			
3				April 201	5			1,888,816.60		Indicators / Ave	er. Cost PC 🥂 🚺	4	~	

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#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

Go to CO View Tab – Verify and Review Totals with the CBC Monthly Actual Expenditure Report	Yes	No	Not Applicable	Comments
6a. Review the CO View for any significant increases and/or decreases by OCA from the previous months.				
<b>If so,</b> can these increases and/or decreases be explained? (For example, children in licensed out-of-home care increased causing a significant increase in licensed out-of- home costs.) Please provide an explanation.				
If an OCA amount is being submitted as a negative amount for the month, please have the CBC provide an explanation for such occurrence.				
<b>Please Note:</b> All correspondence with the CBC where the CBC has explained the identified significant increases, decreases, or negative amounts by OCA <b>must be</b> provided to the Office of CBC/ME Financial Accountability along with the Invoice / Monthly Actual Expenditure Report submission.				
Also, please note in the Comments section how the above mentioned correspondence is being provided with the current submission of the Invoice / Monthly Actual Expenditure Report, as well as the file name, if applicable, of the documented correspondence.				

Provide an explanation in the Comments section for any significant increases/decreases in monthly amounts by OCA. In addition, any negative monthly amount reported by OCA must be explained and described in the Comments section.



Significant increases and decreases are closely monitored by the Office of CBC/ME Financial Accountability. Therefore, in an effort to prevent duplicate questions from being asked, please provide the correspondence made with the CBC in which the CBC has explained significant increases, decreases, or negative amounts by OCA.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

6b. Review and **approve** the expenditure report in the CBC-Financial Application system.

Indicates the Monthly Expenditure Report in the CBC-Financial Application system has been approved by the Contract Manager and is now ready for the Office of CBC/ME Financial Accountability to review and approve.

#### **Submission for Payment**

	r		r	
Finalizing the Process	Yes	No	Not Applicable	Comments
Five-line stamp the payment request cover letter, then sign and date to approve payment.				

Indicates all the necessary dates have been entered for the five-line stamp placed on the invoice or cover letter by the Contract Manager.

Prepare Summary of Contractual Services Agreement/Purchase Order form located on the Florida Accountability Contract Tracking System at:		
https://facts.fldfs.com/Search/ContractualAgreement.aspx? AgencyID=600000&ContractID=		
Once at this website location, enter the CBC Lead Agency's contract number after the = of the website address.		

Prepare the Summary of Contractual Services Agreement/Purchase Order form.

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SUMMARY OF CONTR	ACTUAL SERVICI	ES AGREEMEN	т	
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FLAIR Contract #:		Telephone #:		
Agency Contract #:				
Contractor/Vendor/Payee:				
Original Contract Amount:	Total Contrac Amount:	it i	Contract Type:	
Contract Start Date:		Contract End Date	4	
Contract Last Signed Date:			Advanced Fund	led:
METHOD OF PROCUREMENT:				
AGENCY REFERENCE #:				
Invoice Number:		Invoice Period:		
<b>Total Amount of Previous Paymen</b>	nts:			
CONTRACT MANAGER CERTIFIC	ATION:			
I certify, by evidence of my signature satisfactorily received and payment require additional documentation and	e, the information on this for is now due. I understand that d/or to conduct periodic post	m is true and correct; the at the office of the State -audits of any agreemen	e goods and servic Financial Officer r Its.	es have been eserves the right to
Contract Manager Name printed:				
Contract Manager Classification			Datas	



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

Remove any passwords from the files, documents, and spreadsheets being emailed to the Office of CBC/ME Financial Accountability.					
--	--	--	--	--	--

When sending emails from DCF staff to DCF staff using the "myflfamilies.com" email address, protecting attached files using password protections within the file itself is not necessary.

Scan any completed Invoice documentation with signatures to create an electronic file			
signatures to create an electronic file.			

Only documentation with signatures should be scanned and submitted as an Adobe file.

Submit all other documents, as applicable, in the exact file/format listed on Page 8 of the Monthly CBC Invoice Review Checklist to the various DCF / Headquarters staff provided in the Comments section of Page 7. *Note: Please* <u>do not</u> scan these documents and send as one Adobe file.

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**REFERENCE GUIDE** 

Created on May 1, 2015; Updated as of October 20, 2017

#### Year-End Activities are completed when the Final Expenditure Report has been submitted by the CBC to the Department

#### **Year-End Activities**

Please Note: It is recommended that the review for Data Elements 9e. – 9g. begin in April, continuing through to the Final Expenditure Report, to allow time to process any identified corrections needed through FSFN.

Action Steps	Yes	No	Not Applicable	Comments
9a. Verify the Final Expenditure Report's amounts by OCA match the sum of the amounts by OCA in the CBC- Financial Application system. <i>If the amounts do not match, please return the Final Expenditure Report back to the CBC for corrections. In the Comments section, document when corrections are needed and the date in which the Final Expenditure Report was returned back to the CBC for corrections.</i>				
<b>To do this,</b> Export the amounts from the CBC-FA System then manually add the June reported expenditures. Compare these totals to the Final Expenditure Report.				
<b>Please Note:</b> Until 'Yes' can be answered here, 9b. – 9d. cannot be completed; however, depending on the outcomes of 9b. – 9d., a new Final Expenditure Report may be required. If this is the case, 9a. will need to be documented indicating what caused the CBC to submit a new Final Expenditure Report.				

When reviewing the completed and submitted Final Expenditure Report, make sure that the amounts by OCA equal the amounts by OCA in the CBC-Financial Application system. If these amounts by OCA do not equal, **return the Final Expenditure Report to the CBC for correction**. Remind the CBC that the Final Expenditure Report is expected to equal each year-to-date amount by OCA recorded in the CBC-Financial Application system. If multiple attempts are made by the CBC in determining the amounts by OCA for the Final Expenditure Report, inquire to the CBC of the documentation used to complete this report and assist in checking each monthly amount within the CBC-Financial Application system to determine if a difference can be found.



#### **REFERENCE GUIDE**

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From the Tools option within the CBC-FA System, select 'Query Tool', which looks like:

	– 0 ×
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CBC Financial Application ×	
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🦄 🔻 🖾 👻 🖃 👻 Page 🖛 Safety 🖛 Tools 🕶 🔞 🖛 💭 🎲 🖏	
CBC Financial Application	DC7 Web Systems Portal
This application is supported and maintained by Financial Management, Internal Systems unit.	
Main Tools Manage Security SignOut	
Query Tool	
Contract List Show Closed Contracts	

Then using the screenshot below, enter the same information as shown below, except make sure the contract number of the CBC being reviewed is entered in the Example data field and the appropriate FY is entered, clicking on the 'Add' button after each entry, then click on the 'Run' button.

CBC Financial Application This application is supported and maintained by Financial Management, Internal Systems unit. Main Torols, Management, Science Unit		DCT Web Systems Portal
Field     Operator     Example       [Select One]     [Select One]     [Select One]       Field rear = 2017     Contract = BJ101	Add Delete Reaet	

Once the 'Run' button is selected, the YTD expenditures for the CBC will be displayed. Once displayed, click on the 'Export to Excel' button.

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Contract	= BJ101			Reset				
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ults Contract	End Date	Vendor Name	Month	Run	Amount	Admin Cost	Carried Forward	Export to Excel Adjustment
ults Contract 101	End Date 06/30/2021	Vendor Name Big Bend Community Based Care,	Month July 2016	Run Title Child Placing Agency	Amount 0.00	Admin Cost 0.00	Carried Forward 0.00	Export to Excel Adjustment 0,00
ults Contract 01 01	End Date 06/30/2021 06/30/2021	Vendor Name Big Bend Community Based Care, Big Bend Community Based Care,	Month July 2016 July 2016	Run Title Child Placing Agency Dependency Case Management	Amount 0.00 835,386.28	Admin Cost 0.00 82,585.23	Carried Forward 0.00 0.00	Export to Excel Adjustment 0.00 0.00
ults Contract 01 01 01	End Date 06/30/2021 06/30/2021 06/30/2021	Verder Name Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care,	Month July 2016 July 2016 July 2016	Run Title Child Placing Agency Dependency Case Management Adoption Support Services	Amount 0.00 835,386.28 112,645.74	Admin Cost 0.00 82,585.23 11,136.01	Carried Forward 0.00 0.00 0.00	Export to Excel Adjustment 0.00 0.00 0.00
ults Contract 01 01 01 01	End Date 06/30/2021 06/30/2021 06/30/2021 06/30/2021	Vendor Name Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care,	Month July 2016 July 2016 July 2016 July 2016	Trile           Child Placing Agency           Dependency Case Management           Adoption Support Services           Adoption Support Services           Adoption Steps Pre-Adoptive and Post- Adoptive (FSN Only)	Amount 0.00 835,386.28 112,645,74 0.00	Admin Cost 0.00 82,585.23 11,136.01 0.00	Carried Forward 0.00 0.00 0.00 0.00	Export to Excel Adjustment 0.00 0.00 0.00
ults Contract 01 01 01 01 01	End Date 06/30/2021 06/30/2021 06/30/2021 06/30/2021 06/30/2021	Vender Name Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care, Big Bend Community Based Care,	Month July 2016 July 2016 July 2016 July 2016 July 2016	Title           Child Placing Agency           Dependency Case Management           Adoption Support Services           Adoption Support Services - Pre-Adoptive and Post- Adoptive (FSN Only)           Prevention Services - Non Dependent Child	Amount 0.00 835,386.28 112,645.74 0.00 151,653.95	Admin Cost 0.00 82,585.23 111,136.01 0.00 14,992.32	Carried Forward 0.00 0.00 0.00 0.00 0.00	Export to Excel Adjustment 0.00 0.00 0.00 0.00



#### **REFERENCE GUIDE**

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Once the 'Export to Excel' button is clicked, a downloaded file banner is displayed. From here, there is the option to directly 'Save' the file to a folder or 'Open' the file.

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If opening directly, the file opens in an Excel spreadsheet; from here the data can be sorted and summed by OCA.

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3	FY 20	016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community	Based Care, 20160	7 08/31/2016	Dependency Case Management	
4	FY 20	016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community	Based Care, 20160	7 08/31/2016	Adoption Support Services	
5	FY 20	016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community	Based Care, 20160	7 08/31/2016	Adoption Support Services - Pre-Adoptive and Post	
6	FY 20	016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community	Based Care, 20160	7 08/31/2016	Prevention Services - Non Dependent Child	
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#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

When determining if the amounts from the export match the YTD amounts on the Final Expenditure Report, make sure to calculate the below subtotal amounts by OCA using the following formula:

Amount Column – Carry Forward Amount Column + June Expenditure Report Amount

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· 231 Dependency Case Management	935,348.01	89,241.04	0.00	
· 232 Dependency Case Management	1,097,694.47	103,265.14	0.00	
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· 234 Dependency Case Management	1,004,629.49	88,361.99	0.00	
· 235 Dependency Case Management	1,121,351.48	95,366.56	0.00	
· 236 Dependency Case Management	1,040,475.73	114,555.33	0.00	
· 237 Dependency Case Management	977,514.50	86,235.46	0.00	
· 238 Dependency Case Management	1,035,242.39	94,634.73	0.00	
239 Dependency Case Management	977,637.29	91,500.78	0.00	
· 240 Dependency Case Management	1,090,525.22	131,154.65	0.00	
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· 243 CW Services Training - Case Manager Salaries - In Training	37,035.86	0.00	0.00	
· 244 CW Services Training - Case Manager Salaries - In Training	87,251.27	0.00	0.00	
· 245 CW Services Training - Case Manager Salaries - In Training	0.00	0.00	0.00	
· 246 CW Services Training - Case Manager Salaries - In Training	27,893.26	0.00	0.00	
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9b. Once the June expenditures have been entered in the CO View maintained by the Contract Manager, are there any June reported OCA amounts which <b>exceed 45%</b> of the OCA's Allocated Amount (the amount allocated on the SoF)?		
<b>If yes,</b> please make sure the CBC has provided written justification as to why the increased amount of the OCA's expenditure is being reported in June, which of the original OCA, if any, is being reduced, and <u>email the Office of CBC/ME Financial Accountability (OFA)</u> to find out what additional documentation will be required before the June Actual Expenditure Report is accepted in the CBC-FA System.		
Please email OFA at:		
HQW.CFO.Fiscal.Accountability@myflfamilies.com		
<b>Example:</b> SFY XX-XX's OCA WAYSS was budgeted \$350,000 in the SoF, and the CBC has reported \$243,000 to this OCA on the June Actual Expenditure Report. (\$243,000/\$350,000 = 69%) Since the June expenditure for this OCA exceeds 45% of the allocated amount, additional information <b>must be</b> obtained.		

This is only required for the OCAs located in Section C of the SoF.

9c. Verify the Final Expenditure Report's amounts by OCA do not have a year-to-date negative amount. If so, please provide an explanation for such negative amounts from the CBC.				
--	--	--	--	--

Any OCA with a final <u>negative expenditure</u> amount means that during the year, credits were applied to the OCA for expenditures that occurred prior to the current fiscal year. An explanation **is required** for any OCA resulting in a year-to-date negative amount.



#### **REFERENCE GUIDE**

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9d. Verify the YTD Tab, Column E within the FSFN to CBC Expenditure Report Reconciliation Template <u>equals</u> the CBC's Final Expenditure Report by OCA.				
---	--	--	--	--

Using the June submitted FSFN to CBC Expenditure Report Reconciliation Template, go to the YTD Tab, Column E and verify that the YTD amounts equal the amounts being reported on the Final Expenditure Report.

**Note:** If these amounts do not match, please return the FSFN to CBC Expenditure Report Reconciliation Template back to the CBC for correction. This does not have to stop the review process for the Year-End Activities, but the reconciliation template does need to be corrected prior to the approval of the June Actual Expenditure Report in the CBC-FA System.

9e. Using the Tableau Monitoring Reports website at:			
https://tableau.dcf.state.fl.us/#/site/Administration/workboo ks/1229/views			
Looking at the 'Non Recurring Adoption Expenses' Report for OCA MP000 (Non-Recurring Adoption Expenses):			
<ul> <li>Verify there are no duplicate payments by child; and</li> <li>Verify payments do not exceed \$1,000 per child.</li> </ul>			

Please see pages 22 – 24 for detailed instructions needed to query the FY and the CBC being reviewed. Using the 'Non Recurring Adoption Expenses' Report, verify the OCA MP000:

- 1. Equals the year-to-date annual amount reported by the CBC on the Final Expenditure Report *(This is done only when the Final Expenditure Report is submitted)*;
- There are no duplicate payments by child. This can be completed by sorting the file by FSFN Person ID to look for multiple payment rows (*This should be done in April prior to the submission of the Final Expenditure Report*);
- 3. Verifying payments do not exceed \$1,000 per child (*This should be done in April prior to the submission of the Final Expenditure Report*); and
- 4. Each child is under 18 years of age (*This should be done in April prior to the submission of the Final Expenditure Report*).

**Exception:** This non-recurring expense can be claimed for an adopted child within three (3) months of the adoption being finalized; therefore, if a child is adopted close to his/her 18<sup>th</sup> birthday, a payment made be recorded to OCA MP000 one month, or even two months, after the adopted child turns 18.



Remember, Person ID is different than Payee ID or Provider ID in FSFN. 🦻



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If any of the above items are discovered, **the Final Expenditure Report must be returned to the CBC for correction**. In addition to returning the Final Expenditure Report to the CBC, adjustments within FSFN <u>must</u> be made and the CBC must inform the Contract Manager when such adjustments will occur. However, if a review of these expenditures begins in April, the hope is these items, if applicable, can be identified prior to the submission of the Final Expenditure Report.

9f. Using the Tableau Monitoring Reports website at: https://tableau.dcf.state.fl.us/#/site/Administration/workboo ks/1229/views		
Looking at the 'Chafee and Chafee ETV PESS Payments' Report, verify that Chafee OCAs (CHFSS, CHPES) and the Chafee Education & Training Voucher OCAs (ETVSS, ETVAF, and ETVPS) do not both benefit the same child during the state fiscal year.		

If all corrections have been made to any unallowable expenditure discovered in Section 4m., then the next review of the Road-To-Independence / Independent Living Programs remaining is to verify no FSFN Person ID received a payment from both a Chafee and Chafee ETV OCA during the same state fiscal year.

Using the 'Chafee and Chafee ETV PESS Payments' Report, verify that these OCAs are:

- 1. Equal to the OCA year-to-date annual amounts reported by the CBC on the Final Expenditure Report *(This is done only when the Final Expenditure Report is submitted)*; and
- 2. Not being used as payments provided to the same FSFN Person ID. This can be completed by sorting the file by FSFN Person ID to look for multiple payment rows and the OCAs these payments are being coded to *(This should be done in April prior to the submission of the Final Expenditure Report)*.

9g. Using the Tableau Monitoring Reports website at: https://tableau.dcf.state.fl.us/#/site/Administration/workboo ks/1229/views		
Using the 'EFC, IL, and RTI Payments' Report, verify that OCAs specific to the Extended Foster Care, Road-To- Independence, and Independent Living Programs do not benefit the same child during the same Payment Service Dates.		
Note: Please see Pages 6 and 7 for Programs' OCAs.		



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The final review of the Extended Foster Care / Road-To-Independence / Independent Living Programs remaining is to verify no FSFN Person ID received a payment from two or more programs during the same Payment Service Dates.

Using the 'EFC, IL, and RTI Payments' Report, verify these programs and OCAs within them are:

- 1. Equal to the OCA year-to-date annual amounts reported by the CBC on the Final Expenditure Report (*This is done only when the Final Expenditure Report is submitted*); and
- 3. Not being used as payments provided to the same FSFN Person ID during the same Payment Service Dates. This can be completed by sorting the file by FSFN Person ID, Payment Begin Date, Payment End Date, and OCA, respectively, to look for multiple payments between programs during the same payment dates (*This should be done in April prior to the submission of the Final Expenditure Report*).

\*Please go to pages 24 – 26 of this document for a list of OCAs by Program.

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#### **Final Completion and Signature**

Once all elements have been completed within the checklist, the checklist is ready to be signed and dated.

For the checklist completed by the Contract Manager by hand, please sign and date Page 9 of the checklist and scan to an Adobe format/file.

For the checklist completed by the Contract Manager electronically within Word, please sign and date Page 9 of the checklist electronically.

In order to set your credentials to the signature block for your saved Monthly CBC Invoice Review Checklist, please follow these first steps:

1. Click on the 'X' to open the text box;



2. Right click within the text box, choose 'Signature Setup';





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3. Update signer and signer's email address, click on the 'OK' button;



To sign and date the checklist electronically:

1. Click on the 'X' to open the text box;

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	Page 8 of 8 Monthly CBC Invo	ce Revie	Check	Set 1	April 30, 2015				
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2. Right click within the text box, choose 'Sign';





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#### 3. Click on the 'OK' button;

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Don't show this message a	Signature Services from the Office Marketplace	ОК	
Was this information helpful?		<u></u>	

4. Click in the text box and enter your name, click on the 'Sign' button;



5. A message box will appear indicating your signature was accepted. Once this occurs, the document is "Marked as Final" and cannot be edited any further unless the 'Edit Anyway' button, found at the top of the document, is chosen.

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6. If the 'Edit Anyway' button is chosen, a message will appear informing the user that the document will not be saved with the signature previously provided.

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	Yes	No	Help	

7. If the 'Yes' button is chosen, the signature will be deleted and the document has been saved without a signature.



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Variations can be used on setting up the user's signature, such as an image being chosen of the user's signature in a different font, previous setup as a .jpeg file.



#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

#### Adding an image as the signature is done by:

1. Choosing the 'Select Image' hyperlink next to the text box; and



2. Choosing the previously setup signature file name, then click on the 'Open' button;



The signature image has now been saved in the document.

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#### **REFERENCE GUIDE**

Created on May 1, 2015; Updated as of October 20, 2017

- Below is a summary of all the updates made to this reference guide and the date in which the updates were made.
  - o Updated 10/20/2017
    - Added language to Data Element 4c. on Page 14;
    - Added language to Data Element 4i. on Page 17;
    - Updated review tool used and added language to Data Element 4m. on Page 21;
    - Added language to Data Element 4n. on Page 27;
    - Added a <u>new</u> Data Element (4p.) on Page 29;
    - Added language to Data Element 4q. on Page 29;
    - Added language to Data Element 6a. on Page 38;
    - Provided additional instruction for Year-End Activities on Page 41;
    - Updated language to Data Element 9a. on Page 41;
    - Added a <u>new</u> Data Element (9b.) on Page 45;
    - Added a <u>new</u> Data Element (9d). on Page 46; and
    - Added review tool link to use for Data Elements 9e. 9g. on Pages 46 47.
  - o Updated 4/5/2018 -
    - Added additional information about 4m.5) and a hyperlink for the FSFN Payment Reference Guide on Page 26; and
    - Added additional information on the CBC's General Ledger submitted with the Monthly Actual Expenditure Report on Page 32.

{End of Document}

