

Monthly CBC Invoice Review Checklist Process

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

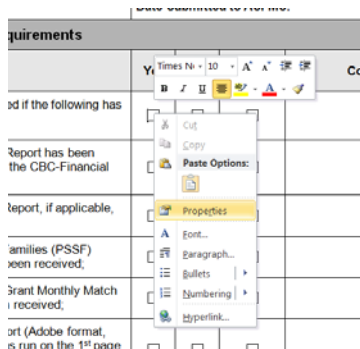
1a. Date stamp the invoice as received if the following has occurred (See 1b. – 1i.):



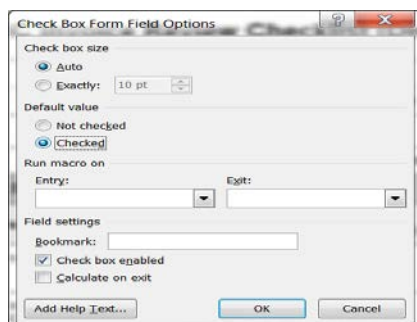
Throughout this checklist, the Contract Manager can either handwrite he/she's completion and/or comments for each element or he/she can complete it electronically.

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'.



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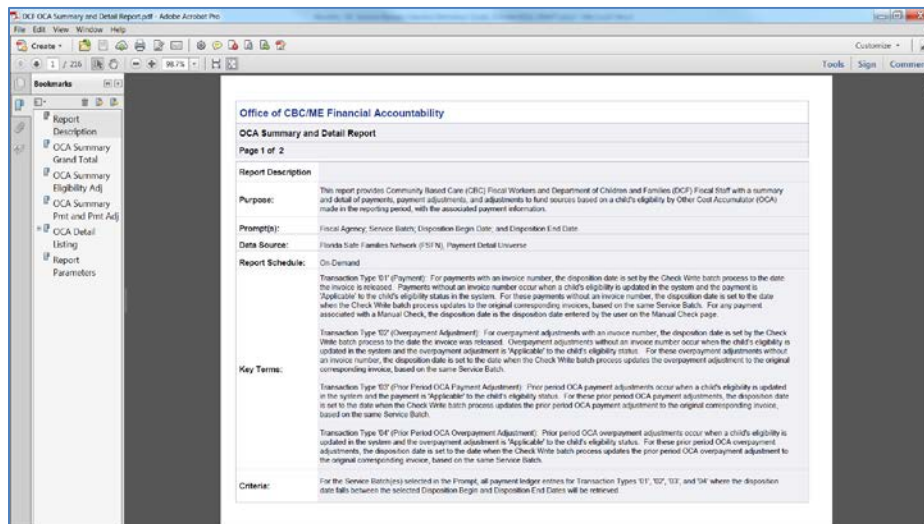
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1b. The Monthly Actual Expenditure Report has been entered and approved by the CBC in the CBC-Financial Application system;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1c. The Promoting Safe and Stable Families (PSSF)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

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: [CBC Fiscal Attachments | Florida Department of Children and Families](#)

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;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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The Adobe format of the FSFN OCA Summary and Detail Report looks like:



Report Description Tab



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Go to the **FSFN Reconciliation Process Reference Guide** for detailed guidance on obtaining and formatting the various reports requested from FSFN, located at:

[FSFN Reports, Information and Resources](#)

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 did have an OCA Disposition Date reflected in FSFN previously, then the payment **should not** be included in Column C by the CBC. Please see FSFN Payment Download screenshots below.

CBC LEAD AGENCY: CBC Lead Agency XYZ, Inc.		CONTRACT: MGreen@CBCLea	
This Month's Reconciliation completed by: Maggie Greene		Contact Info (Email or Phone): MGreen@CBCLea	
SEPTEMBER 2017	- 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
ADOPTION:	10/15/2017	10/15/2017	
MP000	\$ 12,000.00	\$ -	\$ 12,000.00
39MAS	\$ 95,646.70	\$ -	\$ 95,646.70
SFMSA	\$ -	\$ -	\$ -
WO006	\$ 449,854.52	\$ -	\$ 449,854.52
WR001	\$ 1,015,185.40	\$ -	\$ 1,015,185.40

*FSFN OCA Summary & Detail Report		
Service Batches:	Report Date Parameters Requested	
	Begin	End
Adoption	9/16/2017	10/14/2017
Foster Home	9/27/2017	10/26/2017
Group Facility	9/27/2017	10/26/2017
IL	8/18/2017	9/17/2017
Non recurring	9/27/2017	10/26/2017
Other		

ent	Title IV-E Adoption Eligible	09/16/2016	09/30/2016	\$208.50	WR001	1000067	52	Y	10/04/2016	01	History
ent	Adoption TANF Eligible	09/01/2016	09/30/2016	\$417.00	39MAS	1000067	52	Y		01	History
roactive		09/22/2016	09/30/2016	\$-125.10	WR001	1000067	52	Y	10/04/2016	02	History

Other Cost Accumulator									
Trans Date	Reporting Category	OCA	OCA Begin Date	OCA End Date	Amount	Current	OCA Disposition Date	OCA Transaction Type	
10/03/2016	Adoption	WO006	09/01/2016	09/30/2016	\$417.00	N	10/04/2016	01	
10/12/2016	Adoption	WO006	09/01/2016	09/30/2016	(\$417.00)	N		03	
10/12/2016	Adoption	39MAS	09/01/2016	09/30/2016	\$417.00	Y		01	

Payment Eligibility History				
Trans Date	Begin Date	End Date	Eligibility	Amount
10/12/2016	09/01/2016	09/30/2016	Adoption TANF Eligible	\$417.00
10/03/2016	09/01/2016	09/30/2016	Title IV-E Adoption Pending	\$417.00

Looking at the screenshots to the left, FSFN Payment Download reflects a missing OCA Disposition Date; however, when the [History](#) link for this payment is clicked, the original OCA Disposition Date is being shown as 10/4/2016. This tells us the payment is/was included in the FSFN OCA Summary and Detail Report that includes the 10/4/2016 in its "Report Parameter" dates.



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

1g. The Interest Earned Quarterly Expenditure Report, *if applicable*, has been received;

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This document can be found on the Department's Internet website under CBC Fiscal Attachments at: [CBC Fiscal Attachments | Florida Department of Children and Families](#)

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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:

CBC LEAD AGENCY: CBC Lead Agency XYZ, Inc.		CONTRACT: FM114	
This Month's Reconciliation completed by: Maggie Greene		Contact Info (Email or Phone): MGreene@CBCLeadAgencyXYZ.org	
SEPTEMBER 2017	- 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
OCA	FSFN OCA Summary & Detail Report Run Date: 10/15/2017	FSFN Payment Download Run Date: 10/15/2017	SEPTEMBER 2017
ADOPTION:			
MPO00	\$ 12,000.00	\$ -	\$ 12,000.00
39MAS	\$ 95,646.70	\$ -	\$ 95,646.70
SFMSA	\$ -	\$ -	\$ -
W0006	\$ 449,854.52	\$ -	\$ 449,854.52
WR001	\$ 1,015,185.40	\$ -	\$ 1,015,185.40
ASOCS	\$ -	\$ -	\$ -
CH0AT	\$ -	\$ -	\$ -
CHFSS	\$ 164,251.00	\$ -	\$ 164,251.00
CHPES	\$ -	\$ -	\$ -
CHPA0	\$ 38,868.23	\$ -	\$ 38,868.23
CS00H	\$ 72,124.44	\$ -	\$ 72,124.44
CS0AS	\$ -	\$ -	\$ -
CS0H	\$ -	\$ -	\$ -
EFCFH	\$ 7,365.00	\$ -	\$ 7,365.00
EFCGH	\$ 800.00	\$ -	\$ 800.00
EFCOE	\$ -	\$ -	\$ -
EFCSL	\$ 12,159.00	\$ -	\$ 12,159.00

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

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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, if the report was not received by the CBC.

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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:

The screenshot shows a PDF report titled "Florida Safe Families Network Adoptions Finalized by Month & Cumulative SFY Statewide by District by Agency". The report is for the fiscal year beginning 7/1/2014 - 6/30/2015. It displays a table with columns for District/Agency and months from Jul-14 to Jun-15, plus a final column for SFY to date custody total. The table lists data for various districts including District 1 through District 15, and Suncoast District, with sub-totals for each district and a grand total at the bottom.

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.

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

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



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The screenshot shows the 'DCF Web Systems Portal - Home' page. At the top, there's a navigation bar with 'Home', 'WSP User Guide', 'Change Password', and 'Logout'. Below this, the title 'DCF Web Systems Portal - Home' is centered. On the left, a 'Systems' menu lists: 'CBC Financial Application', 'DCFTracker', 'Human Resources Background Screening Application (HRBGA)', 'Human Resources Tracking System (HRTS)', and 'IDS Query Facility'. On the right, a news item dated '06/14/2010' titled 'New - Human Resources Tracking System (HRTS)' is displayed, stating that all portal users will have automatic access to the new and improved HRTS, which provides training history, NEO Checklist, and professional development training opportunities.

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

The screenshot shows the 'IDS Query Facility' home screen. It features a 'Skip Navigation' link and a 'Contact Us | Contents |' link. The main content area says 'Welcome to IDS Query Facility' and includes a confidentiality warning: 'Confidential - The records accessed by this facility may contain information exempt from the public records law. Improper access or release may be subject to violation of standards of conduct.' Below this is a 'Message Board' section with a message stating: 'The IDS Query Facility is available Monday through Saturday from 7:00 am to 7:00 pm EST. - 07/31/2014 04:52 PM'. A left sidebar contains navigation links: 'Home', 'Connect', 'Query', 'Upload Query', and 'Exit'.

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 –

The screenshot shows the 'IDS Query Facility' 'Query' selection screen. It has a title 'Expenditure Detail History(12/05/2016D)[CM-CBC Monthly Actual Expenditures (FLAIR)] - Query'. Below the title are tabs for 'Connect', 'Record Selection', 'Sort Order', 'Display', and 'Query'. The 'Connect' tab is active, showing a 'Database' dropdown set to 'Information Delivery System', a 'Table' dropdown set to 'Select', and a 'Project Type' dropdown set to 'Private'. There is also a 'Query Name' field and a 'Search' button. Below this is a table of queries with two columns: 'Query Name' and 'Query Description'. The queries listed are: 'BL Mnthly Executive Sum Rpts', 'Budget Allotment Comparison', 'Budget Ledger Version 2', 'CBC Monthly Actual Expenditures (FLAIR)', and 'CM-CBC Monthly Actual Expenditures (FLAIR)'. The 'CM-CBC Monthly Actual Expenditures (FLAIR)' query is selected with a radio button. At the bottom, there are buttons for 'Run Query', 'Show Query', 'Delete Query', 'Delete Project', and 'Reset'.

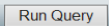


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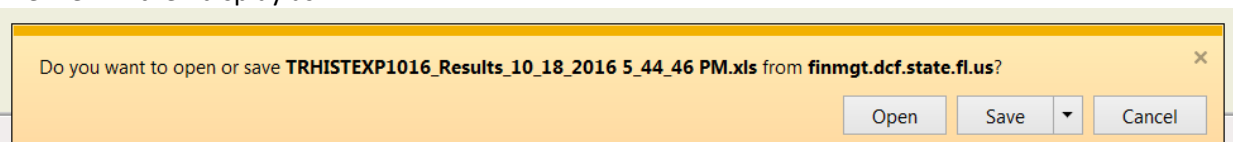
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If this query is not saved here in this Private folder, then contact the Office of CBC/ME Financial Accountability via email at HQW.CFO.Fiscal.Accountability@myflfamilies.com for assistance.

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  button.

The file will then display as:



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 HQW.CFO.Fiscal.Accountability@myflfamilies.com 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 Cindy.Grammas@myflfamilies.com.

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

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	Yes	No	Not Applicable	Comments
3a. Verify invoice amount is equal to one (1) month's worth of the remaining undistributed fiscal year contract amount.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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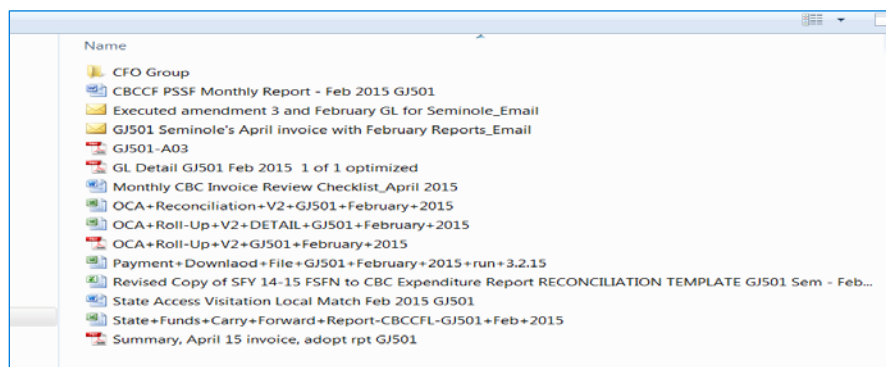
Every document, either in Adobe, Excel, or Word file/format should have the CBC's Name and Contract Number included within the document and the Contract Number should be included in each document's file name. Below are some examples of such file names:



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Review and Analyze Actual Expenditure Report and Supporting Documentation	Yes	No	Not Applicable	Comments
4a. Verify expenditure report is for prior month of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Always verify that all expenditure report's documents received are for the prior month of services; for example, the Expenditure Report received on the 20th 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Before going into a thorough analysis of the documentation received, **first** 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; and (Please see 4d. – 4l. for other Reconciliation spreadsheet review items):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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CBC LEAD AGENCY:	CBC Lead Agency XYZ, Inc.	CONTRACT:	FM114
This Month's Reconciliation completed by:	Maggie Greene	Contact Info (Email or Phone):	MGreene@CBCLeadAgencyXYZ.org To FSFN

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 and match the dates on the FSFN OCA Summary and Detail Report (Adobe format) received;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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SEPTEMBER 2017	- COLUMN A - FSFN OCA Summary & Detail Report*	- COLUMN C - FSFN Payment records with no OCA Disposition Dates (Source: FSFN Payment Download**)
OCA	FSFN OCA Summary & Detail Report Run Date: 10/11/2017	FSFN Payment Download Run Date: 10/11/2017

Florida Department of Children and Families

OCA Summary - Grand Total

Page 1 of 1
Report Run Date: 10/11/17

*FSFN OCA Summary & Detail Report		
Report Date Parameters Requested		
Service Batches:	Begin	End
Adoption	9/1/2017	9/30/2017
Foster Home	9/27/2017	10/26/2017
Group Facility	9/27/2017	10/26/2017
IL	8/18/2017	9/17/2017
Non recurring	9/27/2017	10/26/2017
Other	9/1/2017	9/30/2017

Report Parameters

Run Date: 10/11/17

Service Batch	OCA Disposition Date Begin	OCA Disposition Date End
Adoption	09/01/2017	09/30/2017
Other	09/01/2017	09/30/2017

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);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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, please return to the CBC for correction prior to approving the Monthly Actual Expenditure Report.



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4f. Payment records are highlighted on the FSN Payment Download if amounts by OCA are entered in the "FSFN Payment records with no OCA Disposition Dates" Column (Column C);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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If an amount is entered in Column C of the reconciliation spreadsheet, then those payment records must be highlighted on the FSN 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 FSN 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;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Column E of the reconciliation spreadsheet **must** equal the amounts listed in "Amount" Column of the Monthly Expenditure Report in the CBC-Financial Application system.

CBC LEAD AGENCY: CBC Lead Agency XYZ, Inc.		CONTRACT: FM114	
JULY 2016		JULY 2016	
COLUMN A - FSN OCA Summary & Detail Report*	COLUMN B - LESS: Prior Period Payments (Source: FSN OCA Summary & Detail Report*)	COLUMN C - FSN Payment records with no OCA Disposition Dates (Source: FSN Payment Download)**	COLUMN D - Adjusted FSN OCA Summary & Detail Report Totals
ADOPTION:	4/9/2015	4/9/2015	
MP000	\$ 12,000.00	\$ -	\$ 12,000.00
39MAS	\$ 95,646.70	\$ -	\$ 95,646.70
SFMSA	\$ -	\$ -	\$ -
WD006	\$ 449,854.52	\$ -	\$ 449,854.52
WR001	\$ 1,015,185.40	\$ 1,500.00	\$ 1,016,685.40
ASDCS	\$ -	\$ -	\$ -
CH0AT	\$ -	\$ -	\$ -
CHPES	\$ 164,251.00	\$ -	\$ 164,251.00
CHPES	\$ -	\$ -	\$ -
CHPAD	\$ 38,868.23	\$ -	\$ 38,868.23
CS00H	\$ 72,124.44	\$ -	\$ 72,124.44
CS0AS	\$ -	\$ -	\$ -
CS0H	\$ -	\$ -	\$ -
EFCFH	\$ 7,365.00	\$ -	\$ 7,365.00
EFCGH	\$ 800.00	\$ -	\$ 800.00
EFCOE	\$ -	\$ -	\$ -

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

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



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https://www.flstate.edu/CRC/Financial/FinancialInfo/01Q1110630703020467									
File Edit View Tools Help									
Logon Confirm Set Task DOC Intranet Child Welfare Worker De... Create Server Wilbert CW Policy Database - Fel... Department News Florida Department of Ch...									
Page Salary									
Totals:		1,093,940.18	0.00	1,093,940.18	0.00	1,093,940.18	0.00	1,093,940.18	212,100.00
Section C									
Title	OCA	Amount	Child Spend	Amount with Admin	Carried Forward	Net Expenditures	DCS Adjustment	Total	Non-Recurring
Non Recurring Expenses	MP006	3,000.00		3,000.00	0.00	3,000.00	0.00	3,000.00	0.00
MAS IV-E	WR031	1,016,685.40		1,016,685.40	0.00	1,016,685.40	0.00	1,016,685.40	0.00
MAS TANF	JRMAS	95,646.70		95,646.70	0.00	95,646.70	0.00	95,646.70	0.00
MAS State Funded	W0000	449,854.52		449,854.52	0.00	449,854.52	0.00	449,854.52	0.00
Chafee - RTI Aftercare Services - Other	CH01A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Independent Living and Road-to-Independence Program Chafee Administration Eligible	KRE01	48,693.81		48,693.81	0.00	48,693.81	0.00	48,693.81	0.00
Chafee Independent Living & Life Skills Eligible	KRL01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EFC Allowance Payment (Chafee Eligible)	KRA01	5,410.00		5,410.00	0.00	5,410.00	0.00	5,410.00	0.00
State Funded Chafee II Admin & Other	AC000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Chafee Aftercare	AC006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Chafee Education & Voucher Program - Scholarship (Chafee TTYV Eligible)	AC008	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Independent Living Program - RTI Scholarship	AC009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Chafee Independent Living & Life Skills Eligible	AC010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Independent Living and Road-to-Independence Program Administration - Chafee Ineligible	KRE02	7,090.30		7,090.30	0.00	7,090.30	0.00	7,090.30	0.00
State Funded Independent Living & Life Skills - Chafee Ineligible	KRL02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Funded Independent Living Program - RTI Scholarship	SF005	2,512.00		2,512.00	0.00	2,512.00	0.00	2,512.00	0.00
State Funded Adoption/Guardianship - RTI Scholarship	SF006	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	SF008	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)	AC004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EFC Foster Home - Room & Board	EFC7H	6,919.00		6,919.00	0.00	6,919.00	0.00	6,919.00	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;

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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.

CBC LEAD AGENCY: CBC Lead Agency XYZ, Inc.												CONTRACT: FM-24		To YTC Reconciliation Tab	
JULY 2016		COLUMN A - FSFN OCA Summary & Detail Report*	COLUMN B - LESS: Prior Period Payments (Source: 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 Expenditures Report (Excluding Administrative Cost by OCA)	COLUMN F - (COLUMNS D - E) Difference (Adjusted FSFN OCA Summary & Detail Report LESS THAN or MORE THAN the CBC's Monthly Expenditure Report)			Have Reconciling Items Been Identified	Amount Remaining to be Reconciled				
ADOPTION:		FSFN OCA Summary & Detail Report Run Date:		FSFN Payment Download Run Date:		JULY 2016									
ADOPTION:		8/9/2016	8/9/2016												
MPOOD		\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ 3,000.00	9,000.00	ok	info req'd	1	Yes	0.00			
3PMAS		\$ 95,646.70	\$ -	\$ -	\$ 95,646.70	\$ 95,646.70	0.00	ok		2					
SFMYSA		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		3					
WRODCC		\$ 449,854.52	\$ -	\$ -	\$ 449,854.52	\$ 449,854.52	0.00	ok		4					
WRODCS		\$ 1,075,185.40	\$ -	\$ 1,500.00	\$ 1,076,685.40	\$ 1,076,685.40	0.00	ok		5					
ASSOCS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		6					
CHQAT		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		7					
CHQST		\$ 164,251.00	\$ -	\$ -	\$ 164,251.00	\$ 3,768.00	160,483.00	ok	info req'd	8	Yes	0.00			
CHPES		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		9					
CHPRG		\$ 38,868.23	\$ -	\$ -	\$ 38,868.23	\$ 9,529.00	29,338.57	ok	info req'd	10					
CNOOH		\$ 72,124.44	\$ -	\$ -	\$ 72,124.44	\$ 88,926.00	(16,802.29)	ok	info req'd	11	Yes	0.00			
CMSAS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		12					
CSDH		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		13					
EFCFH		\$ 7,365.00	\$ -	\$ -	\$ 7,365.00	\$ 6,039.00	426.00	ok	info req'd	14	Yes	0.00			
ETCGH		\$ 800.00	\$ -	\$ -	\$ 800.00	\$ 800.00	0.00	ok		15					
ETCOE		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		16					
ETFEI		\$ 12,159.00	\$ -	\$ -	\$ 12,159.00	\$ 12,646.00	(487.00)	ok	info req'd	17	Yes	0.00			
EPFES		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		18					
EGPRS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		19					
ETBDS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00	ok		20					

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



Monthly CBC Invoice Review Checklist Process

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;

☐
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☐

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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CBC LEAD AGENCY: CBC Lead Agency XYZ, Inc.

CONTRACT: FM114

To YTD Reconciliation Tab

JULY 2016

- COLUMN A -
FSFN OCA
Summary & Detail
Report*

- COLUMN B -
LESS: Prior Period
Payments
(Source: 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)

- COLUMN F -
(COLUMNS D - E)
Difference (Adjusted
FSFN OCA Summary &
Detail Report is MORE
THAN or LESS THAN
the CBC's Monthly
Expenditure Report)

Have Reconciling
Items Been
Identified

Amount
Remaining to be
Reconciled

Total of Listed Items O/S

\$0.00

Check Total of Items to Balance
O/S

\$0.00

EFCSL

Amount

Client Name

FSFN Person ID

Payment Begin
Date

Payment 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 or

Footnote 17:

Return to Section A

Total of Difference to Reconcile

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



Monthly CBC Invoice Review Checklist Process

REFERENCE GUIDE

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

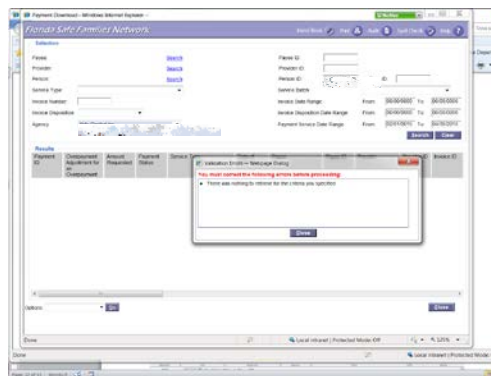
Note: If these data fields are not entered correctly, indicate 'No' on the checklist. A review of these data fields will need to be discussed with the CBC by the Contract Manager for data fields to be corrected for the next month's submission. This correspondence should be documented on the checklist. 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;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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:

- 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:
 - Was the Client's FSFN Person ID correct? If not, either a different client's name will appear or the following message will appear:



- 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.



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For example, in the above reconciling item, as of May 1, 2015, the amount of \$64.00 to OCA EFCOE had still not been entered into FSFN for this client.

Results	Eligibility Status	OCA Begin Date	OCA End Date	Amount	OCA	Agency	County	Current	OCA Disposition Date	OCA Transaction Type
ement		02/01/2015	03/28/2015	\$200.00	KRA00	1000052	42	Y	02/03/2015	01
ement		03/01/2015	03/31/2015	\$600.00	EFCSL	1000052	42	Y	03/03/2015	01
ement		03/01/2015	03/31/2015	\$200.00	KRA00	1000052	42	Y	03/03/2015	01
ement		04/01/2015	04/30/2015	\$600.00	EFCSL	1000052	42	Y	04/06/2015	01
ement		04/01/2015	04/30/2015	\$200.00	KRA00	1000052	42	Y	04/06/2015	01

- 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
---	--------------------------	--------------------------	--------------------------	--

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.



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S E C T I O N A	OCTOBER 2016	- COLUMN A - FSFN OCA Summary & Detail Report*	- COLUMN B - LESS: Prior Period Payments (Source: 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)
	Check Total of Items to Balance O/S	\$0.00				
	LCRGE	Amount	Client Name	FSFN Person ID	Payment Begin Date	Payment End Date
	Footnote 30:	Return to Section A				
	Total 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.

Methodology for Reporting Accruals on the Monthly Actual Expenditure Reports	
<p>1 What types of payments are reported on the Monthly Actual Expenditure Reports on an accrual basis?</p> <p>Answer: Payments that are reported on an accrual basis are Group & Other (LCRGE, LCOTH).</p>	<p>3 How are the accruals calculated each month?</p> <p>Answer: Majority of accruals estimated are based from data submitted through FSFN by placements but invoice has not yet been approved by contracts or released to Accounting to process for payment in time for end of month closing.</p>
<p>2 Are all accruals, monthly and at year-end, supported by detailed FSFN payments in the following accounting period?</p> <p>Answer: The accruals are reported and paid month to month based on timing of receipt of invoice.</p>	<p>4 How are the accruals calculated at year-end?</p> <p>Answer: Majority of accruals estimated are based from data submitted through FSFN by placements but invoice has not yet been approved by contracts or released to Accounting to process for payment in time for end of fiscal year end closing.</p>

[<<<](#)
[PREVIOUS TAB](#)
[ACCRAUALS](#)
[INSTRUCTIONS](#)
[JULY 2016](#)
[AUGUST 2016](#)
[SEPTEMBER 2016](#)
[OCTOBER 2016](#)

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.



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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.

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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,

The screenshot shows the Tableau Monitoring Reports interface. At the top, there's a header for 'Monitoring' with a 'WORKBOOK' label, author 'By Bouton, Sylvia H', 301 views, 0 stars, and an extract date of 'Aug 29, 2017, 2:25 PM'. Below this are tabs for 'Views' (10), 'Data Sources' (2), 'Refresh Schedules' (0), 'Subscriptions' (0), and 'Details'. A '0 selected' status is shown on the left, and a 'Sort by Sheet (First-Last)' dropdown is on the right. The main area displays a grid of 10 workbook thumbnails, each with a title and view count:

- Adoption Subsidies (46 views)
- Foster Care Payments (37 views)
- Extended Foster Care Payments (42 views)
- CHAFEE Funded Payments (36 views)
- Independent Living or Road to Independence (34 views)
- EFC, IL and RIL Payments (29 views)
- Non Recurring Adoption Expenses (22 views)
- Duplicate Payments (18 views)
- Payments exceeding \$1256 (17 views)
- Grandfathered RTI services (20 views)

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

The screenshot shows the 'Maintenance Adoption Subsidy payments made for an adopted child past a child's 18th birthday' worksheet. The table displays payment data for various agencies and children. The columns include Agency, Service Batch, OCA, OCA Title, Child ID, DOB, Age, and monthly payment amounts from July to November. The right sidebar shows filters for 'Select Fiscal Year' and 'Select Fiscal Agency'.

Agency	Service Batch	OCA	OCA Title	Child ID	DOB	Age	July	August	September	October	November
CBC	Adoption	W0006	CBC-CHLD WEL ADOPT. 5/RSIDIES	506971	06/23/97	18.10				\$0.00	
CBC of Brevard	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	506743	10/19/96	18.12					
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	507727	10/22/96	18.11					
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	51184061	11/08/96	18.72	\$-412.30	\$-412.00			
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	51184061	11/08/96	18.91			\$-412.00		
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	51184061	11/08/96	18.90				\$-412.00	
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	51184061	11/08/96	18.98					\$-412.00
CBC of Central Florida	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	51184061	11/08/96	19.06					\$-412.00
CBC of Seminole	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	135326794	06/14/98	18.13					
CBC of Seminole	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	135701330	01/20/99	18.11					
CHAFEE Inc.	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	512186	06/13/97	18.13	\$0.00				
CHAFEE Inc.	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	512469	06/14/97	18.13			\$0.00		
CHAFEE Inc.	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	512803	01/02/99	18.16					
CHAFEE Inc.	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	135326446	01/21/99	18.11					
Childnet Palm Beach	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	510105	06/16/98	18.12					
Childnet Palm Beach	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	510328	06/19/98	18.12					
Childnet Palm Beach	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	510949	06/20/98	18.10					
Childnet Palm Beach	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	133189649	06/25/98	18.10					
CORIN PARTNERSHIP FOR CHILDREN	Adoption	30M45	CBC TANF MAINTENANCE ADOPTION S.	517970	04/11/98	18.14					
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	517969	04/07/98	18.13					
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	517971	04/11/98	18.13					
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	518591	05/20/97	18.20	\$0.00	\$0.00			
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	518591	05/20/97	18.28					
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	518591	05/20/97	18.36			\$0.00		
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	518591	05/20/97	18.45				\$0.00	
CORIN PARTNERSHIP FOR CHILDREN	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	518591	05/20/97	18.53					\$0.00



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- Make sure the FY(s) and CBC(s) being reviewed are checked off, which looks like:

Select Fiscal Year
(Multiple values)

☐ (All)

☐ FY 2000-01

☐ FY 2002-03

☐ FY 2003-04

☐ FY 2004-05

☐ FY 2005-06

☐ FY 2006-07

☐ FY 2007-08

☐ FY 2008-09

☐ FY 2009-10

☐ FY 2010-11

☐ FY 2011-12

☐ FY 2012-13

☐ FY 2013-14

☐ FY 2014-15

☒ FY 2015-16

☒ FY 2016-17

☒ FY 2017-18

Select Fiscal Agency

☒ (All)

☒ CBC of Brevard

☒ CBC of Central Florida

☒ CBC of Seminole

☒ ChildNet Inc

☒ ChildNet Palm Beach

☒ COMM PARTNERSHIP FO

☒ Eckerd Community Alterr

☒ Eckerd Community-Hillsb

☒ Family Support Services

☒ HEARTLAND FOR CHILD

☒ Kids Central Inc

☒ Our Kids Inc

☒ PARTNERSHIP FOR STRC

☒ Sarasota YMCA

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 FSN to an adopted family past the adopted child’s 18th 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 or uncheck the checkboxes for the other CBCs from the **‘Select Fiscal Agency’** section.

Service Batch	OCA	OCA Title	Child ID	Child Name	DOB	Age	July	December	January
Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	514481	[REDACTED]	06/15/98	18.13	\$0.00		
Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	516630	[REDACTED]	11/16/98	18.12		\$0.00	
			7352698	[REDACTED]	08/11/98	18.39		\$343.00	
					18.48				\$343.00

Select Fiscal Agency

☐ (All)

☐ CBC of Brevard

☐ CBC of Seminole

☐ ChildNet Inc

☐ ChildNet Palm Beach

☐ Eckerd Community-Hillsb

☐ Family Support Services

☐ HEARTLAND FOR CHILD

☒ Our Kids Inc

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

Maintenance Adoption Subsidy payments made for an adopted child past a child's 18th birthday									
CBC	Service Batch	OCA	OCA Title	Child ID	Child Name	DOB	Age	July	December
Our Kids Inc	Adoption	WR001	CBC-IV-E ADOPTION SUBSIDIES	514481	[REDACTED]	06/15/98	18.13	\$0.00	
				516630	[REDACTED]	11/16/98	18.12		\$0.00
				7352698	[REDACTED]	08/11/98	18.39		\$343.00
						18.48			\$343.00

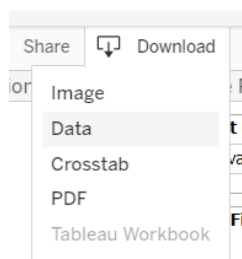
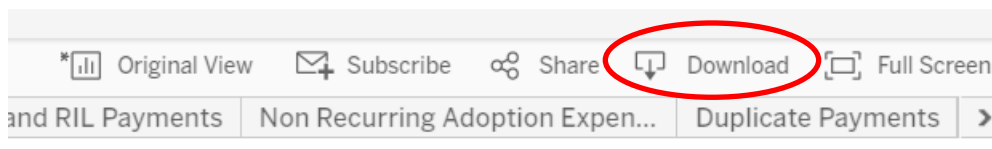


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- The Contract Manager can then either make a screenshot of this by clicking “Ctrl + Alt + Print Screen”, then pasting it on Word document to send to the CBC or click on the ‘Download’ option of the Tableau report, which will then drop the detail into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



Choose the 'Data' option.

Showing first 4 rows.
[Download all rows as a text file](#)

Age	CBC	Child ID	Child 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
18.39	Our Kids Inc	7352698		8/11/1998	FY 2016-17	December	WR001	CBC-IV-E ADOPTION SUBSIDIES	Adoption	343

Showing first 4 rows.
[Download all rows as a text file](#)

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 –
 - 39MAS;
 - SFMSA
 - WO006; and
 - WR001.
- ❖ Tableau Monitoring Report – Adoption Subsidies



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- Licensed Out-of-Home Care / **Section 4m.2)** Review –

- CHPA0;
- LCFH0; and
- 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 and 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 –

- EFCFH;
- EFCGH;
- EFCSL*;
- EFCOE*;
- EFPES;
- EGPES;
- EOPES*;
- EPESO*;
- KRA00*; and
- 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, except for the OCAs listed above with an asterisk (*). These OCAs may have a 'Payment End Date' at the end or the 21st birth month, or 22nd 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 –

- CHFSS;
- SFOSS;
- ETVSS; and
- 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 and 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 –
 - CHPES;
 - SFPES; and
 - 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 FSN Service Type the month prior to the young adult turning 21 and then open the corresponding State funded OCA SFPES FSN 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 and 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 FSN Service Type was ended on or prior to the young adult's 23rd birthday. Please see FSN Payment Reference Guide for additional information on when FSN Service Types for the Road To Independence and Extended Foster Care Programs.

FSN Payment Reference Guide

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

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

- CHOAT;
- ETVAF;
- SFOAT; and
- 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 FSN Service Type the month prior to the young adult turning 21 and then open the corresponding State funded OCA SFOAT FSN Service Type.}*

❖ Tableau Monitoring Report – Independent Living or Road To Independence

❖ Tableau Monitoring Report – Chafee Funded Payments





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- 1) 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.}*

{Intentionally Left Blank}



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

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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 **must** 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.

4r. Were any unallowable costs identified after reviewing the CBC's detailed general ledger? If yes , please provide an explanation of identified unallowable costs and the correction required. Please Note: This is a higher level review than that required of the CBC Transaction Sample.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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-of-home 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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<p>Verify the amounts from the CBC State Funds Carry Forward Report, if applicable, are in accordance with the submitted Planned Uses of State Funds Carried Forward Report.</p> <p>If not, please provide an explanation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--



- | Carry Forward Funds: 2,826,905.86 | | | | |
|--|--------------|--------|--------------|---|
| Section A | Title | OCA | Amount | Description |
| Budget Reserve | | | 0.00 | |
| Dependency Case Management | CHPA0, DCM00 | | 130,533.06 | Increase to report analysis contract, Increase to Community Impact Costa Communications contract, |
| Adoption Services | AS600, ASOCS | | 0.00 | |
| Prevention Services for Families Currently Not Dependent | PVS00, PVSCS | | 500,000.00 | Prevention/Diversions clients APD should be paying for (Estimate) |
| Other Client Services - In Home | CSG0H | | 1,250,603.19 | Community clients APD should be paying for (Estimate) |
| Other Client Services - Out of Home | CSO0H | | 183,000.00 | Summer Camp |
| Other Client Services - Adoption | CSGAS | | 0.00 | |
| Training - Pre-Services and In-Service | TRPIS | | 166,666.67 | DCM Supervisor Training. |
| Training - Foster and Adoptive Parent | TRPCA | | 0.00 | |
| Other Services | PRC24 | | 267,828.06 | IT Refresh, LMS Training software FT&E Reimbursement |
| | | Total: | 2,498,630.86 | |
| Section B | Title | OCA | Amount | Description |
- 2013.06.12.2352
- Licensed as aa-Marci Kirkland
 Date _____
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Monthly CBC Invoice Review Checklist Process

REFERENCE GUIDE

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

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.

Example of a General Ledger **without** enough detailed transaction information:

A	B	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 **with** enough detailed transaction information:

F	G	H	I	J	K	L	M	N	O	P	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
9410	Adoption Subsidies	AP	VO	561246	520327	911483	1000789265 WALTERS GEORGE	11/21/2016	717.00	0.00	717.00

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Monthly CBC Invoice Review Checklist Process

REFERENCE GUIDE

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

Analysis and Use of CO View Workbook

Using the CO View Workbook	Yes	No	Not Applicable	Comments
<p>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 CBC.</p> <ul style="list-style-type: none"> Enter data in the green cells according to OCA and month. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

- 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:

Title	OCA	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total	Non-Recurring
Administrative Cost								86,035.85	
Total Administrative Cost:								86,035.85	
Section A									
Child Placing Agency	CHPA0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.79	0.00	691,009.79	0.00	691,009.79	0.00
ADOPTION SERVICES	AS000	38,616.38	3,668.37	42,285.10	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	0.00	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	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	CS0IH	1,606.59	152.62	1,759.21	0.00	1,759.21	0.00	1,759.21	0.00
Other Client Services OOH	CS0OH	22,482.98	2,135.72	24,618.30	0.00	24,618.30	0.00	24,618.30	0.00
Other Client Services Adopt.	CS0AS	7,528.17	715.17	8,243.74	0.00	8,243.74	0.00	8,243.74	0.00
Staff Training Pre/In Service	TRPIS	9,895.58	940.06	10,836.04	0.00	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	PRO24	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

Cost Pool	Cost Pool Title	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YEAREND TOTALS
DCM00	Dependency Case Management	52,618.86	72,752.72	52,448.26	71,666.81	57,856.17	74,991.12	68,170.69	62,933.21	59,947.41				574,395.15
CHPA0	Child Placing Agency (FSFN)													0.00
AS000	Adoption Services	964.31	1,173.23	2,894.75	1,924.20	1,555.75	2,484.97	1,780.69	4,525.55	3,668.37				20,961.84
ASOCS	Adoption Support Services Pre Post Adoptive (FSFN)													0.00
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	12,365.34	12,620.92	15,141.32				110,597.22
PVSCS	Prev Svcs for Families Currently Not Dependent (FSFN)													0.00
CS0IH	Other Client Services - In Home	20.56	46.39	203.75	66.43	319.84	412.29	248.04	37.71	152.62				1,505.61
CS0OH	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	3,608.01	2,135.72				23,096.84
CS0AS	Other Client Services - Adoption	98.27	587.39	857.50	755.67	494.93	728.91	508.32	314.41	715.17				5,160.61
TRPIS	Training - Pre-Services and In-Service	977.16	378.64	1,972.67	1,276.91	1,027.46	1,359.89	1,697.43	988.01	940.06				10,018.11
TRFCA	Training - Foster and Adoptive Parent							209.03	195.00					404.11
PRO24	Other Services	3,046.48	2,256.41	2,733.70	4,318.97	3,631.50	4,400.88	2,239.46	2,273.86	3,335.18				28,236.34
	Total	68,554.22	88,321.69	82,811.63	96,596.21	69,125.22	102,822.16	92,632.76	87,475.96	86,035.85	0.00	0.00	0.00	774,377.14



Monthly CBC Invoice Review Checklist Process

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:

CBC Financial Application - Windows Internet Explorer

https://sfrs.dcf.state.fl.us/CBCManager/Expenditure/Edit/G4001_06302018/203503

CBC Financial Application

Title	Amount
Administrative Cost	86,035.85
Total Administrative Cost:	86,035.85

Title	OCA	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total	Non-Recurring
Child Placing Agency	CHPA0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.79	0.00	691,009.79	0.00	691,009.79	0.00
ADOPTION SERVICES	AS000	38,616.73	3,668.37	42,285.10	0.00	42,285.10	0.00	42,285.10	0.00
Adoption Support Services - Pre-adoptive and Post-Adoptive (FSFN)	AS0CS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PREVENTION SVCS FAMILY NOT DEP	PV500	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)	PV5CS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Client Services IH	CS00H	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	10,836.04	0.00	10,836.04	0.00	10,836.04	0.00
Training Foster & Adopt. Parents	TRPCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Services	PRO24	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

Logged in as: Marci Kirkland

2013.09.12.28597

SECTION A&B OCAS		ACTUAL REPORTED EXPENDITURES											
Cost Pool / OCA	Cost Pool/OCA Title	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
DCM00	Dependency Case Management	705,360.68	1,033,156.06	440,160.66	772,887.42	729,795.65	737,269.28	731,006.79	768,132.29	691,009.79			
CHPA0	Child Placing Agency (FSFN)												
AS000	Adoption Services	12,926.67	16,658.70	24,293.56	20,750.61	19,536.46	24,234.20	18,816.60	50,922.53	42,285.10			
AS0CS	Adoption Support Services Pre-Post Adoptive (FSFN)												
PV500	Prev Svcs for Families Currently Not Dependent	114,195.73	139,526.86	162,356.01	167,624.48	38,332.70	140,361.12	130,573.03	141,711.13	174,533.06			
PV5CS	Prev Svcs for Families Currently Not Dependent (FSFN)												
CS00H	Other Client Services - In Home	275.58	658.67	1,709.94	716.43	3,972.13	4,053.37	2,421.29	40,579.00	1,759.21			
CS00H	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	40,579.00	24,618.30			
CS0AS	Other Client Services - Adoption	1,317.27	9,760.25	7,196.39	8,949.21	6,165.99	7,166.19	5,372.00	3,531.42	8,243.74			
TRPIS	Training - Pre Services and In Service	13,096.15	5,376.28	16,552.24	13,770.27	12,800.28	13,369.68	11,539.54	11,111.48	10,836.04			
TRPCA	Training - Foster and Adoptive Parent							2,209.03	2,110.98	0.00			
PRO24	Other Services	40,837.30	32,038.75	22,841.98	46,575.94	45,242.05	43,266.95	23,666.90	25,555.93	38,444.43			
MEMO ONLY Admin Cost		68,554.22	88,321.65	82,811.63	96,196.21	69,125.22	102,822.56	92,632.76	87,476.66	86,035.85			
LCF00	Licensed Care - Foster Homes	196,957.29	147,264.75	157,400.49	162,977.32	162,511.50	171,651.57	197,132.60	179,198.19	199,486.39			
LCF01	Licensed Care - Res Group Homes/Emerg Shelters	160,526.97	162,383.11	146,325.49	160,714.60	179,034.95	178,641.86	193,623.09	166,373.19	174,579.44			
LCF0H	Licensed Care - Other	4,515.77	3,516.56	5,456.63	8,677.52	5,592.53	9,925.47	8,677.52	7,837.19	12,145.34			
Total		1,280,376.57	1,567,242.41	1,003,862.38	1,383,066.47	1,212,886.87	1,371,020.82	1,366,196.37	1,338,170.61	1,377,939.84			
TRANSPOSED VIEW LINKED TO ABOVE:													
OCA	DCM00	CHPA0	AS000	AS0CS	PV500	PV5CS	CS00H	CS00H	CS0AS	TRPIS			
Jul	705,360.68	-	12,926.67	-	114,195.73	-	275.58	30,965.12	1,317.27	13,096.15			
Aug	1,033,156.06	-	16,658.70	-	139,526.86	-	658.67	16,902.07	9,760.25	5,376.28			
Sep	440,160.66	-	24,293.56	-	162,356.01	-	1,709.94	19,164.99	7,196.39	16,552.24			
Oct	772,887.42	-	20,750.61	-	167,624.48	-	716.43	11,252.67	8,949.21	13,770.27			
Nov	729,795.65	-	19,536.46	-	38,332.70	-	3,972.13	16,372.72	6,165.99	12,800.28			
Dec	737,269.28	-	24,234.20	-	140,361.12	-	4,053.37	41,171.13	7,166.19	13,369.68			
Jan	731,006.79	-	18,816.60	-	130,573.03	-	2,421.29	53,091.78	5,372.00	11,539.54			
Feb	768,132.29	-	50,922.53	-	141,711.13	-	404.75	40,579.00	3,531.42	11,111.48			
Mar	691,009.79	-	42,285.10	-	174,533.06	-	1,759.21	24,618.30	8,243.74	10,836.04			
Apr	-	-	-	-	-	-	-	-	-	0.00			
May	-	-	-	-	-	-	-	-	-	0.00			
June	-	-	-	-	-	-	-	-	-	0.00			
YEAR END TOTALS	6,539,737.43		270,396.43		1,207,890.12		16,191.35	254,136.78	56,909.46	188,521.26			

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Monthly CBC Invoice Review Checklist Process

REFERENCE GUIDE

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

- 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:

CBC Financial Application									
Licensed Care - Other		LC0TH	0.00		0.00	0.00	0.00	0.00	0.00
Totals:			529,418.31	0.00	529,418.31	0.00	529,418.31	0.00	529,418.31
Section C									
	Title	OCA	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total
	Non Recurring Exp.	MP000	3,432.00		3,432.00	0.00	3,432.00	0.00	3,432.00
	MAS IV-E	WR001	364,186.41		364,186.41	0.00	364,186.41	0.00	364,186.41
	TANF MAS	39MAS	93,919.25		93,919.25	0.00	93,919.25	0.00	93,919.25
	MAS Other	WO006	37,039.91		37,039.91	0.00	37,039.91	0.00	37,039.91
	Chafee - RTI Other-Aftercare	CH0AT	0.00		0.00	0.00	0.00	0.00	0.00
	CBC-Chafee FC Independ. Prg-other	CHFOT	0.00		0.00	0.00	0.00	0.00	0.00
	Independent Living Services - Chafee Administration Eligible	KRE00	25,015.91		25,015.91	0.00	25,015.91	(25,015.91)	0.00
	Chafee Pre Independent Living & Life Skills-Eligible	KRLE0	8,940.00		8,940.00	0.00	8,940.00	(8,940.00)	0.00
	EFC Allowance Payment (Chafee Eligible)	KRA00	4,800.00		4,800.00	0.00	4,800.00	(4,800.00)	0.00
	State Funded Chafee II, Admin & Other	AC001	0.00		0.00	0.00	0.00	25,015.91	25,015.91
	State Funded Chafee Aftercare	AC0AT	0.00		0.00	0.00	0.00	0.00	0.00
	CBC- State Funded-Chafee FC Ind Prg-other	ACCOT	0.00		0.00	0.00	0.00	0.00	0.00
	State Funded Education & Training Voc. Prg Scholarship	ACCES	0.00		0.00	0.00	0.00	10,804.00	10,804.00
	State Funded RTI Scholarship	ACCSS	0.00		0.00	0.00	0.00	11,379.00	11,379.00
	State Funded Chafee II, Admin & Life Skills Svc	ACLE0	0.00		0.00	0.00	0.00	8,940.00	8,940.00
	State Funded Education & Training Voc Prg	ACTEV	0.00		0.00	0.00	0.00	0.00	0.00

Licensed & Network of SVV H.L. - Contract # 11100											
	OCA	OCA Title	July Actual	August Actual	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual
13	KRA00	EFC Allowance Payment (Chafee Ineligible)									
14	KRA00	EFC Case Management Extended Foster Care	3,432.00	3,432.00	3,432.00	3,432.00	3,432.00	3,432.00	2,865.15	3,432.00	3,432.00
15	CHFOT	EFC Foster Home-Room & Board	2,875.23	2,875.23	2,875.23	2,875.23	2,875.23	2,875.23	2,875.23	2,875.23	2,875.23
16	CHFOT	EFC Group Home-Room & Board	611.63	611.63	611.63	611.63	611.63	611.63	1,667.63	1,667.63	1,667.63
17	CHFOT	EFC Other Expenses	1,529.26	1,484.44	1,419.17	2,081.85	1,627.54	1,480.73	2,074.11	1,677.51	1,571.84
18	CHFOT	EFC OSLA Room & Board	7,944.47	8,013.97	6,559.47	8,968.23	9,057.37	11,211.76	15,688.00	13,867.75	15,082.32
19	CHFOT	EFC Foster Home PESS Room & Board									
20	CHFOT	EFC Group Home PESS Room & Board									
21	CHFOT	EFC PESS Other Expenses	695.00	695.00	695.00	695.00	695.00	695.00	695.00	695.00	695.00
22	CHFOT	EFC PESS Other Expenses									
23	CHFOT	Chafee Education and Training Voucher Program - Scholarship	22,831.00	21,075.00	17,609.00	17,609.00	15,699.00	13,187.00	13,316.00	13,316.00	10,804.00
24	CHFOT	RTI Aftercare Services									
25	CHFOT	RTI PESS (Chafee ETV Eligible)	448.26	3,727.48	7,536.00	7,536.00	7,536.00	6,280.00	6,280.00	6,280.00	5,024.00
26	CHFOT	Chafee Road to Independence Program - Other									
27	CHFOT	Chafee Road to Independence Program - Other - Aftercare									
28	CHFOT	Chafee Road to Independence Program - Scholarship	29,978.00	28,722.00	24,954.00	23,688.00	18,863.00	17,447.00	16,036.00	15,091.00	11,379.00
29	CHFOT	RTI PESS (Chafee Eligible)	17,584.00	18,843.00	20,472.00	23,053.68	25,271.00	26,120.00	19,285.68	20,776.00	26,976.00
30	CHFOT	SF - Adopted/Quadrantship RTI	1,256.00	1,256.00	1,256.00	1,256.00	1,256.00	1,256.00	1,256.00	1,256.00	1,256.00
31	CHFOT	Chafee - State Funded SL									
32	CHFOT	Chafee - State Funded Scholarships	7,412.00	7,412.00	4,900.00	4,900.00	4,900.00	4,900.00	7,412.00	6,556.00	6,970.84
33	CHFOT	Chafee - State Funded Aftercare - Room and Board									
34	CHFOT	Chafee - State Funded Aftercare - Other									
35	CHFOT	Supplemental Board Rate - Life Skills and Normalcy Supports									
36	CHFOT	RTI PESS (State Funded)	18,772.77	18,840.00	17,584.00	17,705.55	17,609.00	15,072.00	21,352.00	17,094.00	18,032.71
37	CHFOT	Medicaid Administration	24,636.31	33,711.42	31,773.03	26,347.06	30,578.18	35,777.22	42,205.08	34,482.22	28,859.58
38	CHFOT	State Access and Visitation	2,024.00	2,024.00	2,024.00	2,024.00	2,024.00	2,024.00	2,024.00	2,024.00	2,024.00
39	CHFOT	SSFA Family Placement	8,309.89		17,927.92	8,891.17	8,790.52	11,297.44	8,940.32	10,354.42	8,863.63
40	CHFOT	SSFA Family Support	7,170.00	8,575.00	4,175.00	10,800.00	16,180.00	10,715.00	10,715.00	11,530.00	10,075.00
41	CHFOT	SSFA Time Limited Replication	1,328.00	2,292.00	3,330.00	4,995.00	1,625.00	1,920.00	1,480.00	1,480.00	1,480.00
42	CHFOT	SSFA Adoption	9,817.14	9,017.14	9,017.14	9,017.14	9,017.14	9,017.14	9,017.14	9,017.14	9,017.14
43	CHFOT	PI Training									
44	CHFOT	Children's Mental Health CW Wiganand	11,807.75	14,680.75	19,431.25	13,863.41	13,965.00	9,178.44	4,025.00	18,221.44	151,922.20
45	CHFOT	Child Protection and Abuse Services	40,854.48	40,293.48	40,241.54	40,963.54	34,792.04	34,332.63	34,149.52	33,946.00	
46	CHFOT	Ses for Sexually Exploited Youth - Overview									
47	CHFOT	Ses for Sexually Exploited Youth - CBCs	3,334.00	3,030.00		2,375.29	600.00	600.00	600.00	600.00	75,511.04
48	CHFOT	CBC - Teen Outreach Program (CHSIFPL)			89,880.27	27,814.15	19,287.89	28,968.24	21,708.44	21,917.17	25,684.27
49	CHFOT	CBC - Mentor and Volunteer Program (CHSIFPL)					20,000.00		14,359.22	160,714.00	33,536.96
50	CHFOT	Reserved for future use									
51	CHFOT	Reserved for future use									
52	CHFOT	Totals	740,322.04	752,313.97	863,034.98	793,998.78	836,663.16	781,447.57	787,686.70	843,763.22	891,952.01
53	CHFOT										
54	CHFOT										
55	CHFOT										



Monthly CBC Invoice Review Checklist Process

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:

Title										Amount
Administrative Cost										86,035.85
Total Administrative Cost:										86,035.85
Section A	Title	OCA	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total	Non-Recurring
	Child Placing Agency	CHPA0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.79	0.00	691,009.79	0.00	691,009.79	0.00
	ADOPTION SERVICES	AS000	38,616.73	3,668.37	42,285.10	0.00	42,285.10	0.00	42,285.10	0.00
	Adoption Support Services - Pre-adoptive and Post-Adoptive (FSFN)	AS0CS	0.00	0.00	0.00	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	174,533.06	0.00	174,533.06	0.00
	Prevention Services - Non Dependent Child (FSFN)	PVS0S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Client Services IH	CS0IH	1,606.59	152.62	1,759.21	0.00	1,759.21	0.00	1,759.21	0.00
	Other Client Services OOH	CS0OH	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	10,836.04	0.00	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	PRO24	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

		September		October		November		December		January		Total Expe
OCA	OCA Title	Total Expenditures	Non Recurring	Total Expenditures	Non Recurring	Total Expenditures	Non Recurring	Total Expenditures	Non Recurring	Total Expenditures	Non Recurring	Total Expe
5	DCM00 Dependency Case Management	440,160.66		772,657.42	40,199.34	720,716.55		727,269.29		731,007.70		708
6	CHPA0 Child Placing Agency (FSFN)	0.00		0.00		0.00		0.00		0.00		0
7	AS000 Adoption Services	24,293.66		20,760.61		19,556.46		24,234.20		18,516.60		52
8	AS0CS Adoption Support Services Pre-Post Adoptive (FSFN)	0.00		0.00		0.00		0.00		0.00		0
9	PVS00 Pre/In Service for Families Currently Not Dependent	162,916.01		167,624.48	6,341.47	36,332.70		140,361.12		130,103.53		141
10	PVS0S Pre/In Service for Families Currently Not Dependent (FSFN)	0.00		0.00		0.00		0.00		0.00		0
11	CS0IH Other Client Services - In Home	1,729.94		716.43		3,932.13		4,053.37		2,129.29		2
12	CS0OH Other Client Services - Out of Home	19,154.99		11,252.67		16,372.72		41,171.13		53,311.78		42
13	CS0AS Other Client Services - Adoption	7,196.39		8,149.21		6,165.99		7,166.19		12,720.00		3
14	TRPIS Training - Pre-Service and In-Service	16,555.24		13,710.27		12,810.28		13,369.68		19,479.84		11
15	TRFCA Training - Foster and Adoptive Parent	0.00		0.00		0.00		0.00		0.00		0
16	PRO24 Other Services	22,941.98		46,575.94	3,631.92	45,242.05		43,766.95		2,558.90		27
17	Total A	694,978.77		1,041,697.03	50,172.73	861,177.88		1,010,891.92		970,956.17		84
18	Admin	62,811.63		36,196.21		68,105.22		102,622.56		6,492.76		1
19	LOFHB Licensed Care - Foster Homes	157,480.49		162,977.32		162,511.50		171,651.57		169,337.60		76
20	LCRGE Licensed Care - Res Group Homes/Emerg Shelters	148,026.49		169,714.60		179,654.96		178,651.86		18,552.09		66
21	LC0TH Licensed Care - Other	5,416.63		8,677.52		9,552.53		9,925.47		777.52		7
22	Total B	308,883.61	0.00	341,369.44	0.00	351,768.99	0.00	360,128.90	0.00	381,338.20	0.00	85
23	Total All	1,003,862.38	0.00	1,383,066.47	50,172.73	1,212,886.87	0.00	1,371,020.82	0.00	1,352,294.37	0.00	169
24	W0001 Maintenance Adoption Subsidies - Title IV-E	166,893.73		168,371.38		167,312.28		165,983.28		167,251.15		10
25	W0002 Non-Recurring Adoption Expenses	40.00		1,343.00		942.00		999.00		127.00		1
26	W0003 Maintenance Adoption Subsidies - TANF	74,371.40		72,205.40		68,725.40		71,482.60		71,611.40		60
27	W0004 Maintenance Adoption Subsidies - Other	37,542.96		39,639.44		44,421.54		44,063.38		40,656.94		42
28	KR000 Independent Living Services - Chafee Case Coordination - Eligible	12,954.74		12,954.74		12,754.80		12,954.74		12,954.80		13
29	KR001 Chafee Pre-Independent Living and Life Skills Services - Eligible	0.00		0.00		0.00		0.00		0.00		0
30	KR002 EFC Allowance Payment (Chafee Eligible)	1,400.00		2,000.00		3,600.00		4,200.00		4,200.00		4
31	KR003 Independent Living Services - Chafee Case Coordination - Ineligible	4,176.47		2,932.52		4,111.89		4,068.39		3,171.71		4
32	KR004 Chafee Pre-Independent Living and Life Skills Services - Ineligible	0.00		0.00		0.00		0.00		0.00		0
33	KR005 State-funded EFC Allowance Payment (Chafee Eligible)	0.00		0.00		0.00		0.00		0.00		0
34	KR006 Case Management - Extended Foster Care	0.00		0.00		0.00		0.00		0.00		0
35	EFCOH EFC Foster Home-Room & Board	2,060.00		897.10		2,060.00		2,060.00		2,178.10		10
36	EFCOH EFC Group Home-Room & Board	8,730.00		9,350.00		10,760.97		12,911.00		12,551.10		14

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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:

Title		Amount								
Administrative Cost		86,035.85								
Section A		Total Administrative Cost: 86,035.85								
Title	OCA	Amount	Admin Spread	Amount with Admin	Carried Forward	Net Expenditures	DCF Adjustment	Total	Non-Recurring	
Child Placing Agency	CHPA0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
DEPENDENCY CASE MANAGEMENT	DCM00	631,062.38	59,947.41	691,009.79	0.00	691,009.79	0.00	691,009.79	0.00	
ADOPTION SERVICES	AS000	38,616.73	3,668.37	42,285.10	0.00	42,285.10	0.00	42,285.10	0.00	
Adoption Support Services - Pre adoptive and Post-Adoptive (FSFN)	AS0CS	0.00	0.00	0.00	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	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 III	CS0IH	1,606.59	152.62	1,759.21	0.00	1,759.21	0.00	1,759.21	0.00	
Other Client Services OOH	CS0OH	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	10,836.04	0.00	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	PRO24	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	

		March		April		May		June					
OCA	OCA Title	Planned Uses of Carry Forward	Total Expenditures	Non-Recurring	Total Expenditures	Non-Recurring	Total Expenditures	Non-Recurring	Total Expenditures	Non-Recurring	Total All	Total Non-Recurring	
Reserve													
DCM00	Dependency Case Management												
CPH40	Child Placing Agency (FSFN)												
AS000	Adoption Services												
AS0CS	Adoption Support Services Pre-Post Adoptive (FSFN)												
PVS00	Pre-Sets for Families Currently Not Dependent												
PVSCS	Pre-Sets for Families Currently Not Dependent (FSFN)												
CS0H	Other Client Services - In Home												
CS0OH	Other Client Services - Out of Home												
CS0AS	Other Client Services - Adoption												
TRPIS	Training - Pre-Service and In-Service												
TRFCA	Training - Foster and Adoptive Parent												
PRO24	Other Services												
Total A			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LOPH0	Licensed Care - Foster Homes												
LORGE	Licensed Care - Res Group Homes/Emerg Shelters												
LOCTH	Licensed Care - Other												
Total B			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total A&B			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
WV001	Maintenance Adoption Subsidies - Title IV-E												
MP000	Non-Recurring Adoption Expenses												
WV005	Maintenance Adoption Subsidies - Title IV-E												
WV009	Maintenance Adoption Subsidies - Other												
KRE00	Independent Living Services - Chafee Case Coordination - Eligible												
KRE00	Chafee Pre-Independent Living and Life Skills Services - Eligible												
KRA00	IFC Allowance Payment (Chafee Eligible)												
KR000	Independent Living Services - Chafee Case Coordination - Ineligible												
KR000	Chafee Pre-Independent Living and Life Skills Services - Ineligible												
KRA00	IFC Allowance Payment (Chafee Ineligible)												
KR000	Case Management Extended Foster Care												
EF00H	IFC Foster Home-Room & Board												
Admin Cost Section A&B OCA's Section C OCA's Section C OCA Adj CO View Total Exp Carry Fwd Used Exp Summary Client Trends Indicators Aven. Cost PC													



Monthly CBC Invoice Review Checklist Process

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5d. Update CO View tab, Monthly Pymts column (Column AR), with the amount provided in the Advances section within the CBC-Financial Application system of the monthly fixed payment received since the prior month's expenditure report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--

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:

SaveCancel

Close Contract

Information

Vendor

Funds

Budget

Expense

Advances

Carry Forward

Tools

Managers

	Month	Amount
👤	July 2014	1,741,530.00
👤	August 2014	1,741,530.00
👤	September 2014	1,888,816.60
👤	October 2014	1,888,816.60
👤	November 2014	1,888,816.60
👤	December 2014	1,888,816.60
👤	January 2015	1,888,816.60
👤	February 2015	1,888,816.60
👤	March 2015	1,888,816.60
👤	April 2015	1,888,816.60

Fixed Payment	Sch. Of Funds		OK	Carry
By Month	23,056,288.00		0.00	
Month	Monthly Pymts	Cumulative	Running Balance	
76 Jul-14	1,741,530.00	1,741,530.00	(5,575.76)	
02 Aug-14	1,741,530.00	3,483,060.00	(352,160.78)	
63 Sep-14	1,888,816.60	5,371,876.60	38,881.19	
76 Oct-14	1,888,816.60	7,260,693.20	42,708.03	
48 Nov-14	1,888,816.60	9,149,509.80	158,638.15	
00 Dec-14	1,888,816.60	11,038,326.40	182,087.75	
93 Jan-15	1,888,816.60	12,927,143.00	261,533.42	
86 Feb-15	1,888,816.60	14,815,959.60	407,352.16	
40 Mar-15	1,888,816.60	16,704,776.20	451,810.36	
00 Apr-15	1,888,816.60	18,593,592.80	0.00	
00 May-15		18,593,592.80	0.00	
00 Jun-15		18,593,592.80	0.00	
14 Total Paid	18,593,592.80			

Indicators

Aver. Cost PC

100%

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Monthly CBC Invoice Review Checklist Process

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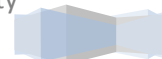
Created on May 1, 2015; Updated as of October 20, 2017

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If so , 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If an OCA amount is being submitted as a negative amount for the month, please have the CBC provide an explanation for such occurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please Note: All correspondence with the CBC where the CBC has explained the identified significant increases, decreases, or negative amounts by OCA must be provided to the Office of CBC/ME Financial Accountability along with the Invoice / Monthly Actual Expenditure Report submission.				
<i>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.</i>				

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.



Monthly CBC Invoice Review Checklist Process

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

☐
☐
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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

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.

SUMMARY OF CONTRACTUAL SERVICES AGREEMENT

OLO/Department: _____ Agency Contract #: _____ Agency Contact: _____
 FLAIR Contract #: _____ Telephone #: _____
 Agency Contract #: _____
 Contractor/Vendor/Payee: _____
 Original Contract Amount: _____ Total Contract Amount: _____ Contract Type: _____
 Contract Start Date: _____ Contract End Date: _____
 Contract Last Signed Date: _____ Advanced Funded: _____
 METHOD OF PROCUREMENT: _____
 AGENCY REFERENCE #: _____
 Invoice Number: _____ Invoice Period: _____
 Total Amount of Previous Payments: _____
CONTRACT MANAGER CERTIFICATION:
 I certify, by evidence of my signature, the information on this form is true and correct; the goods and services have been satisfactorily received and payment is now due. I understand that the office of the State Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements.
 Contract Manager Name printed: _____
 Contract Manager Signature: _____ Date: _____



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Remove any passwords from the files, documents, and spreadsheets being emailed to the Office of CBC/ME Financial Accountability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
--	--------------------------	--------------------------	--------------------------	--

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 do not scan these documents and send as one Adobe file.

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Monthly CBC Invoice Review Checklist Process

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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
<p>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></p> <p>To do this, Export the amounts from the CBC-FA System then manually add the June reported expenditures. Compare these totals to the Final Expenditure Report.</p> <p>Please Note: 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

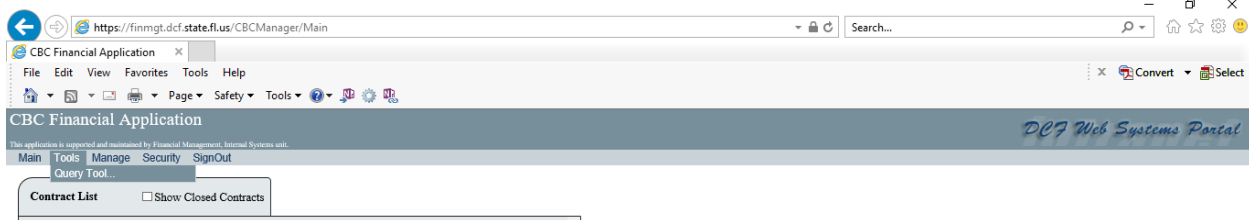


Monthly CBC Invoice Review Checklist Process

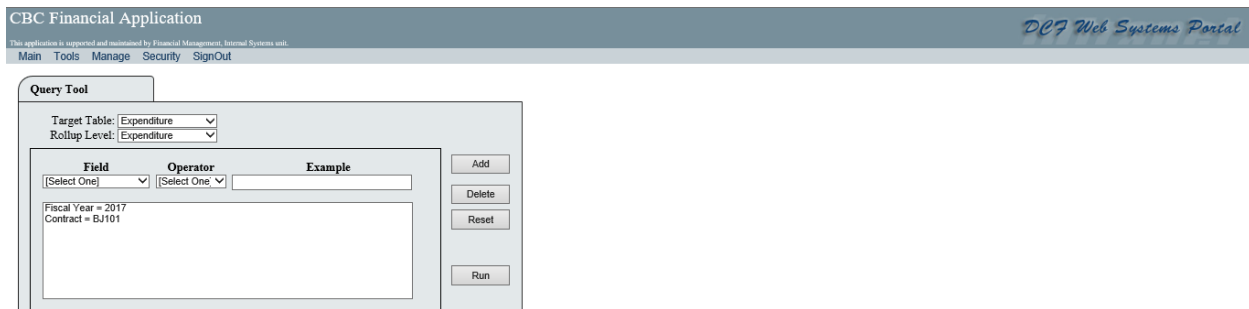
REFERENCE GUIDE

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

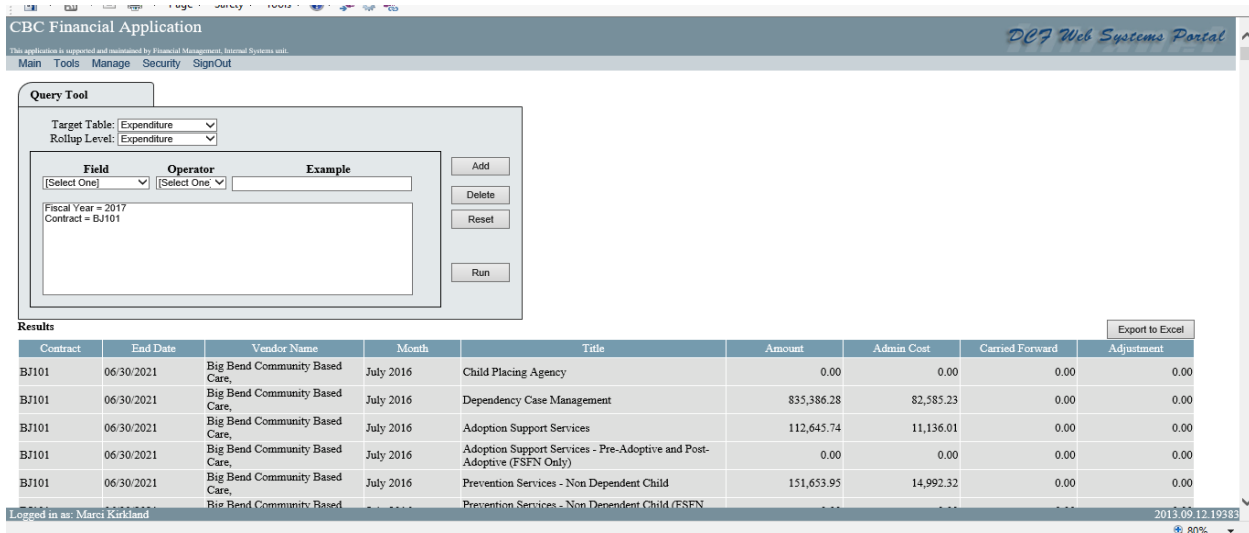
- From the Tools option within the CBC-FA System, select 'Query Tool', which looks like:



- 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.



- 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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- 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.

The screenshot shows the 'CBC Financial Application' interface. At the top, there's a navigation bar with 'Main', 'Tools', 'Manage', 'Security', and 'SignOut'. Below this is a 'Query Tool' section with dropdowns for 'Target Table' (Expenditure) and 'Rollup Level' (Expenditure). There are also buttons for 'Add', 'Delete', 'Reset', and 'Run'. The 'Results' section displays a table with columns: Contract, End Date, Vendor Name, Month, Title, Amount, Admin Cost, Carried Forward, and Adjustment. The table contains five rows of data for contract BJ101, all for July 2016. An 'Export to Excel' button is visible in the top right of the results area. A download banner at the bottom asks 'Do you want to open or save ExportToExcel.xlsx (42.6 KB) from finmgt.dcf.state.fl.us?' with 'Open', 'Save', and 'Cancel' buttons.

Contract	End Date	Vendor Name	Month	Title	Amount	Admin Cost	Carried Forward	Adjustment
BJ101	06/30/2021	Big Bend Community Based Care,	July 2016	Child Placing Agency	0.00	0.00	0.00	0.00
BJ101	06/30/2021	Big Bend Community Based Care,	July 2016	Dependency Case Management	835,386.28	82,585.23	0.00	0.00
BJ101	06/30/2021	Big Bend Community Based Care,	July 2016	Adoption Support Services	112,645.74	11,136.01	0.00	0.00
BJ101	06/30/2021	Big Bend Community Based Care,	July 2016	Adoption Support Services - Pre-Adoptive and Post-Adoptive (FSFN Only)	0.00	0.00	0.00	0.00
BJ101	06/30/2021	Big Bend Community Based Care,	July 2016	Prevention Services - Non Dependent Child	151,653.95	14,992.32	0.00	0.00

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

The screenshot shows an Excel spreadsheet with the following data:

Fiscal Year	Contract	Begin Date	End Date	Vendor Name	Month	Approval Date	Title
FY 2016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community Based Care,	201607	08/31/2016	Child Placing Agency
FY 2016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community Based Care,	201607	08/31/2016	Dependency Case Management
FY 2016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community Based Care,	201607	08/31/2016	Adoption Support Services
FY 2016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community Based Care,	201607	08/31/2016	Adoption Support Services - Pre-Adoptive and Post-Adoptive (FSFN Only)
FY 2016-2017	BJ101	07/01/2011	06/30/2021	Big Bend Community Based Care,	201607	08/31/2016	Prevention Services - Non Dependent Child (FSFN Only)

A 'Subtotal' dialog box is open, showing the following settings:

- At each change in: OCAs
- Use function: Sum
- Add subtotal to: Amount, Admin Cost, Carried Forward, Adjustments
- Replace current subtotals: ☒
- Page break between groups: ☐
- Summary below data: ☒



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- 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:

$$\text{Amount Column} - \text{Carry Forward Amount Column} + \text{June Expenditure Report Amount}$$

	H	I	J	K	L
1	Title	Amount	Admin Cost	Carried Forward	Adjust
228		0.00	0.00	0.00	
229	Dependency Case Management	835,386.28	82,585.23	0.00	
230	Dependency Case Management	1,202,086.98	97,709.64	0.00	
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	
233	Dependency Case Management	1,022,324.05	90,672.83	10,900.00	
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	
241		12,340,215.89	1,165,283.38	10,900.00	
242	CW Services Training - Case Manager Salaries - In Training	0.00	0.00	0.00	
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	
247	CW Services Training - Case Manager Salaries - In Training	18,931.04	0.00	0.00	
248	CW Services Training - Case Manager Salaries - In Training	13,663.06	0.00	0.00	
249	CW Services Training - Case Manager Salaries - In Training	0.00	0.00	0.00	

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<p>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 exceed 45% of the OCA's Allocated Amount (the amount allocated on the SoF)?</p> <p>If yes, 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.</p> <p>Please email OFA at: HQW.CFO.Fiscal.Accountability@myflfamilies.com</p> <p>Example: 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 must be obtained.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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This is only required for the OCAs located in Section C of the SoF.

<p>9c. Verify the Final Expenditure Report's amounts by OCA do not have a year-to-date negative amount.</p> <p>If so, please provide an explanation for such negative amounts from the CBC.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Any OCA with a final negative expenditure 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.



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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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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/workbooks/1229/views Looking at the 'Non Recurring Adoption Expenses' Report for OCA MP000 (Non-Recurring Adoption Expenses): <ul style="list-style-type: none"> • Verify there are no duplicate payments by child; and • Verify payments do not exceed \$1,000 per child. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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);**
2. 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 18th 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 **must** 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/workbooks/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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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/workbooks/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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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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

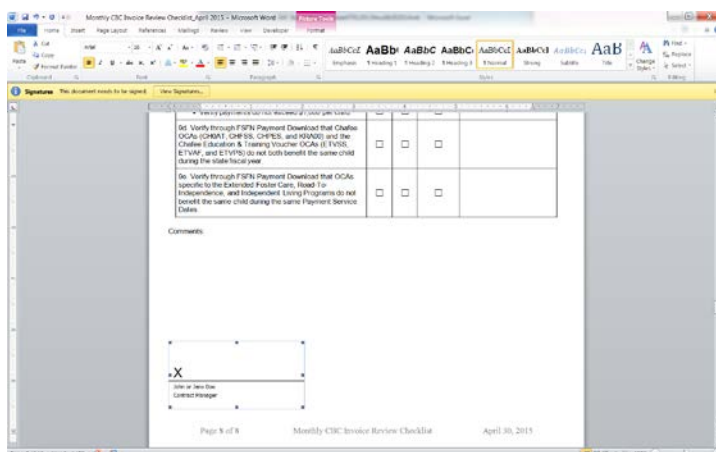
Once all elements have been completed within the checklist, the checklist is ready to be signed and dated.

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.

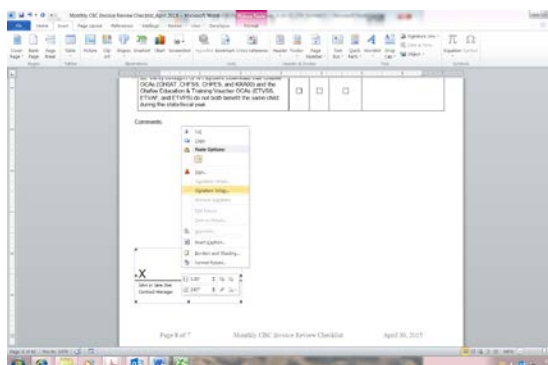
For the checklist completed by the Contract Manager electronically within Word, please sign and date Page 9 of the checklist electronically.

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';

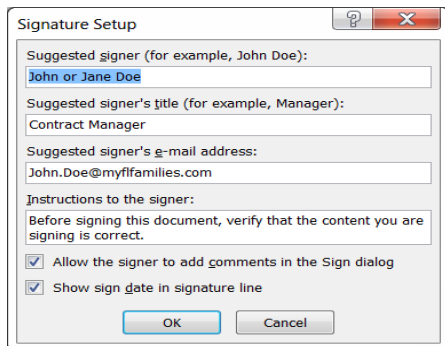


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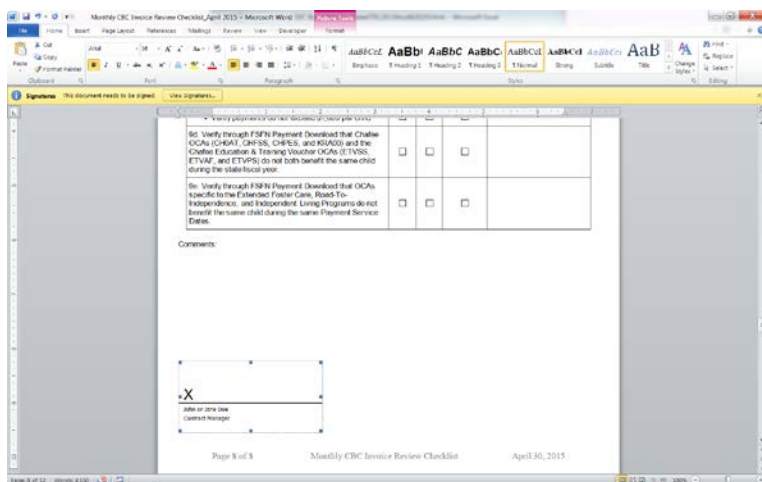
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3. Update signer and signer's email address, click on the 'OK' button;

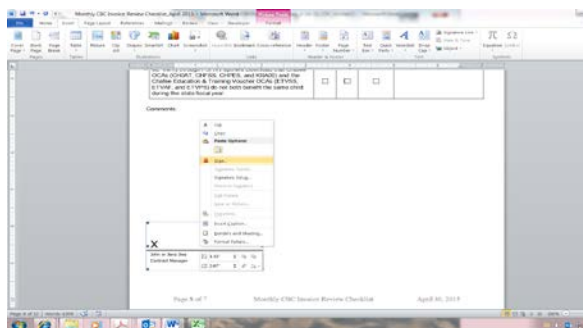


To sign and date the checklist electronically:

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



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

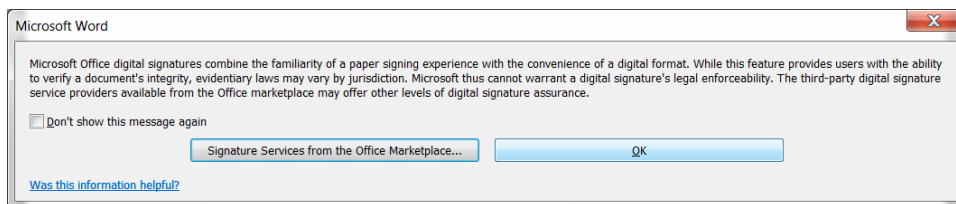


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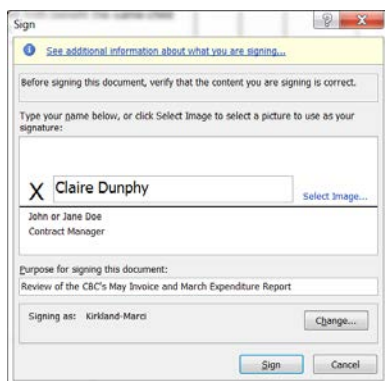
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3. Click on the 'OK' button;



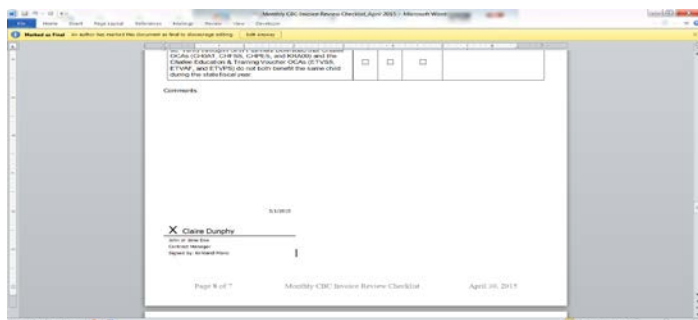
4. Click in the text box and enter your name, click on the 'Sign' button;



Regardless of the signature entered in the text box, the user's signature information previously setup is the name provided under the signature line.

In addition, if the document is being signed on another user's computer, the user's name assigned to the computer will always be displayed as well.

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.

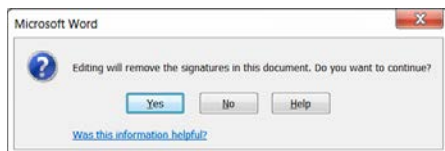


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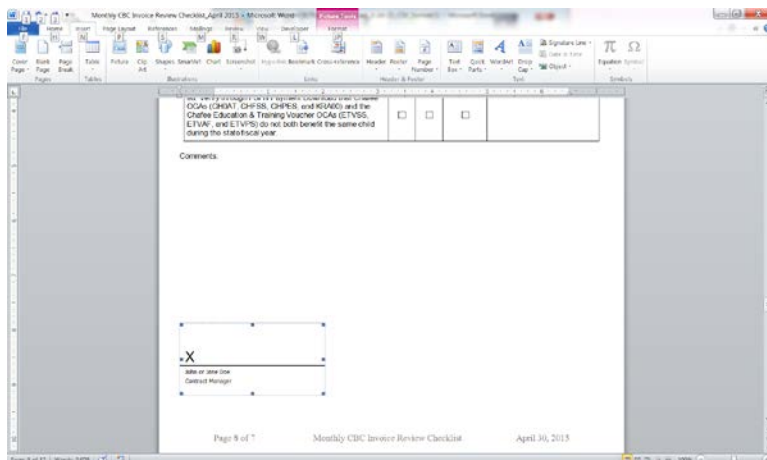
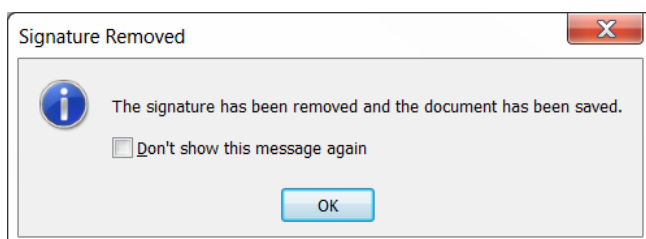
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6. If the 'Edit Anyway' button is chosen, a message will appear informing the user that the document will not be saved with the signature previously provided.



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



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.



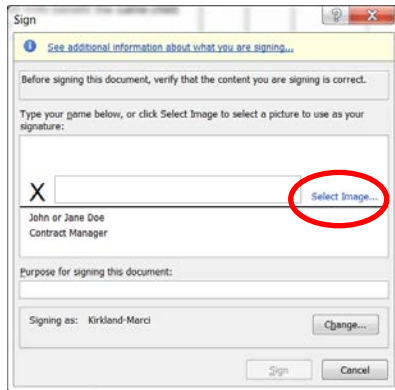
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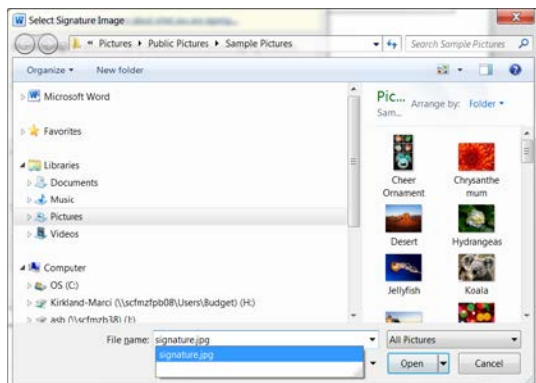
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Adding an image as the signature is done by:

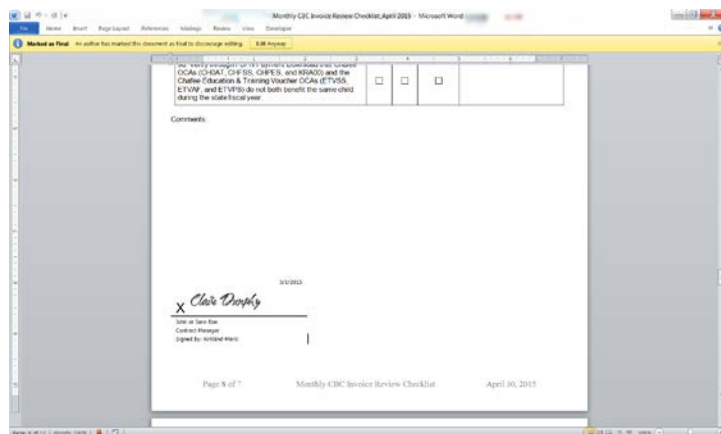
1. Choosing the 'Select Image' hyperlink next to the text box; and



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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 Below is a summary of all the updates made to this reference guide and the date in which the updates were made.

- *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 **new** 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 **new** Data Element (9b.) on Page 45;*
 - *Added a **new** Data Element (9d). on Page 46; and*
 - *Added review tool link to use for Data Elements 9e. – 9g. on Pages 46 – 47.*
- *Updated 4/5/2018 –*
 - *Added additional information about 4m.5) and a hyperlink for the FSN 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.*

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