

INSTRUCTIONS FOR

SFY2025 Annual Report of Expenditures & SFY2026 Annual Incentive Plan

This document is divided into two parts. Each section must be completed by your Authorized County Representative.

Part 1 – Annual Report of Expenditures (SFY2025)

This section reports how your county used the incentive funds disbursed during SFY2025.

Information Provided

Total Incentive Funds Disbursed (Informational) This section provides information regarding the amount of incentives that were actually disbursed to your county in SFY2025. Please note that a Final Settlement was not disbursed during SFY2025.

Information from SFY2025 Annual Plan (Informational) This section indicates how much your county estimated to spend using incentive funds in SFY2025 pursuant to your county's plan.

Performance Measures (Informational) This section allows you to compare your county's performance measures for **SFY2024 vs. SFY2025**.

Information to be Completed

1. Expenditures and Savings (REQUIRED TO BE COMPLETED) Report how much of the disbursed amount was:

- **Spent** on eligible activities
- **Saved** for future use

Note: The total of “spent” and “saved” **must** equal the total amount disbursed. Please do not include any expenditures that were paid using previous years' incentive funds.

2. Optional If your county made any **changes to the SFY2025 Annual Incentive Plan**, you may document them in the space provided.

Part 2 – Annual Incentive Plan (SFY2026)

This section outlines your county's planned use of incentive funds expected to be disbursed in SFY2026.

Information to be Completed

- 1. IV-D Service Area** Indicate the area(s) where funds will be used. Check all that apply. ***If “Other” is selected, you must complete item #2.***

Estimated Incentive Expenditures (SFY2026) Provide an estimate of how much your county plans to spend of the incentive funds that will be disbursed in SFY2026.

Expected Performance Areas Check all applicable performance areas your county expects to impact using these funds.

- 2. (Optional)** Use this space to provide additional information regarding the SFY2026 Incentive Plan.
- 3. Authorized County Representative** This section must be completed and signed by the designated representative.

Helpful Notes:

- The **Authorized County Representative** is determined by each county. Digital/Electronic Signatures are acceptable.
- To estimate SFY2026 expenditures, review your county's **past spending trends** and **anticipated future needs**.