

Recent Monitoring Findings

- ▶ The SIS Manual must be used to determine how to submit the cost of a purchased service for a client on the 1571. If the applicable SIS Code indicates a Client SIS ID is required, the cost is reported on the Part IV.
- ▶ All ADP expenditures are to be reported on the Part II using an ADP Code.
- ▶ Costs that are charged to your agency by county finance must be applied to charged to one of your agency general ledger lines and documentation of the cost (invoice) including a reconciliation or basis of the allocation of cost to the agency is required.
- ▶ When moving time between fund sources on the Part I, please make sure the correction function and column is used.
- ▶ When support and/or supervisory staff provide direct client services which are reported on the daysheet, make sure the total minutes for the month are calculated and reported.
- ▶ Agencies must have a process in place to reconcile their Payroll Register to the General Ledger as costs are being missed, over and under-reported.