

Recent Monitoring Findings

- ▶ Purchased Services are being reported incorrectly. Refer to the SIS Manual to determine if the cost is to be reported on the Part IV or Part II.
- ▶ Penetration Rates are not to be rounded. Please use the rate exactly as it is published.
- ▶ Please refer to the DSS Fiscal Manual for calculating FTE's. A part-time and/or temporary worker must work a full time schedule to claim a full 1.0 fte.
- ▶ Non-recurring adoption fees are reporting in CPPS system – not on the 1571.
- ▶ Update your 1571 worksheets to make sure the current Indirect Cost rates are being used.
- ▶ When reporting costs for temporary and/or contracted staff providing direct client services on the Part II – remember they must be directly charged to the specific fund source (Medicaid, Health Choice, and/or FNS). These costs can not be reported using 359 General Income Maintenance Support.