

# Recent Monitoring Findings

- Purchased services are being reported on the Part II when the SIS manual requires them to be reported on the Part IV (and vice versa). Check the SIS manual to determine the proper way to report. One specific example recently found of this is TANF and MOE expenditures for 200% of Poverty Non-Work First Participants were reported on the Part II instead of Part IV.
- Staff time is moved between fund sources with different eligibility requirements without the worker modifying and signing their daysheet. – the LBLs provide a “reference sheet” to the counties that shows what may and may not be moved between fund sources, it’s a great tool to refer to (may not be all inclusive).
- Contracted/temporary staff costs that are reported on the Part II must be directly charged to the appropriate fund source (FNS, MA, HC, and/or Energy). These costs cannot be reported as a 359 expense.
- When reporting Child Support Incentive, expenditures must be directly reduced (reinvested) instead of applying the total amount of the incentive to a single App code which results in a negative cost being reported.
- Over and under reporting of costs are being found due to expenditures and revenues found on the general ledger not being reconciled to invoices and receipts as well as the payroll register and what is reported in TEC and the salary/fringe on the general ledger are not being balanced.
- Excel spreadsheets are wonderful tools (almost a necessity) for developing costs for the 1571 unless....formulas and links are deleted or changed. Be very careful when using spreadsheets as costs are being under and/or over reported. Check your formulas and links on a regular basis!