

Date: 3/13/2009

Topic: OFS/BCFTA Information Update

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**IM CONTROL, FEDERAL FOOD STAMP & FEDERAL MEDICAID**

**Reminder:** Agencies must report IM expenditures where they occur (Food Stamp, Medicaid or Disability Assistance). However, agencies can draw cash from any grant within IM that has available budget regardless of the expenditure type. For example, if a county agency exhausts its IM Medicaid budget, but continues to incur and report Medicaid expenditures, the county can draw the cash from the IM Food Stamp grant (assuming there is available budget) to fund those expenditures. Each quarter, BCFTA will reconcile draws to expenditures and adjust corresponding budgets.

Beginning in SFY 2010, OFS/BCFTA is planning to treat the IM allocation as one state fiscal year allocation instead of separating the allocation by federal fiscal year. However, as part of grants management, expenditures will continue to be reported by the individual grants that make up the IM allocation (Food Stamp, Medicaid and Disability Assistance).

Currently, PA agencies do not have the ability to draw Federal Food Stamp or Federal Medicaid when their using local dollars as match. The solution to this will be part of QuIC+ version 6.8 scheduled for release on March 18, 2009. In the meantime, and in addition to submitting form JFS 01870 (Federal Food Stamp and Federal Medicaid Match Certification), PA agencies should e-mail their ODJFS Fiscal Supervisor to request Federal Food Stamp or Federal Medicaid dollars when using local dollars as match. BCFTA will process the request manually to ensure PA agencies receive the funds requested.

**DELTAS - Reconciliation of Differences between CFIS and QuIC+**

**Deltas exist in a county's QuIC+ system when the information sent to the state does not match the information in a county's QuIC+ system. In order to reconcile their systems,** the process for identifying and resolving deltas outlined in the BCFTA Update on February 24, 2009 should be followed when counties have deltas displayed on the Monthly Summary screen in QuIC+.

Once counties have completed the process stated above and deltas remain, counties should review their reconciliation detail report (Report Wizard: Allocated Exp. Reconciliation Detail) in QuIC+. County agencies need to look for specific differences for each delta listed on the Monthly Summary screen within a given date range.

After identifying what has caused the delta, counties should make any correction required in the current quarter, upload the file to CFIS, and review the Monthly Summary screen after downloading files from CFIS the following day to verify that the deltas no longer exist. Please contact your ODJFS Fiscal Supervisor if deltas continue to appear.

**QUARTER RECONCILIATION PAYMENTS**

**Quarter Reconciliation Payments Due Agencies** - BCFTA is netting out all over and under advancements to determine if a payment should be issued to an agency. Payments for PA, Child Support and WIA agencies/areas that are under-drawn in total for the July - December 2008 period and PCSA reimbursement for the October - December 2008 quarter will be issued to counties by March 31, 2009.

In addition, payments may not be issued in full as BCFTA will not issue funds in excess of an annual budget when state grants are under-advanced as of December 31, 2008, and had draws made against them for the period of January 1 through sometime in March (point of final reconciliation).

**Quarter Reconciliation Payments Due ODJFS** - County agencies that are overdrawn in total for the July - December 2008 period will be notified and should reduce current and future draws to bring them in line with expenditures.

### **REFUNDS/COLLECTIONS**

Refunds/collections reported by counties are included in the netting process as part of the over/under calculation during the quarter close. This represents a change from the past (COrE), in which refunds were not considered until the end of the state fiscal year and were reflected on the state fiscal year-end cash analysis and over/under report.

Also, BCFTA is aware that the negative refunds/collections are formatted as positive numbers on both CFIS and QuIC+ over/under reports and are being treated as under-advancement for purposes of the quarterly reconciliation.

### **QUARTERLY MEETINGS**

The next round of quarterly meetings is currently being scheduled and is focused on reports training. The meetings will be conducted in small groups of 2 to 4 counties in order to provide a more in-depth training on the topic and an opportunity to walk through a specific county's set of reports. Your ODJFS Fiscal Supervisor will contact you and provide more details.

### **ANNOUNCEMENT**

In an effort to adapt to the current TA section staffing level and to be more effective in providing technical assistance to the counties, a county realignment has been implemented and took effect on March 2, 2009.

The affected counties have been notified and include:

Region 2 - Crawford, Defiance, Erie, Huron, Lucas, Ottawa, Seneca; and  
Region 8 - Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit, Wayne

Please contact your ODJFS Fiscal Supervisor if you have questions regarding any of the information provided in this update. Thank you.

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