

Date: 04/29/2010  
Sequence: 2010-30  
Topic: **January – March 2010 Certification of Funds**

The purpose of this communication is to notify counties that they will be allowed to assign non-allocated costs to the TANF-Regular grant on the January – March COF. Counties must utilize January – March 2010 statistics from “Part 5 – In Home Cases” of its 04281 to calculate the maximum amount of nonallocated costs allowable to be assigned to the TANF-Regular grant. The same statistics will be utilized again to generate allowable costs for the April – June quarter.

Both combined and separated agencies must manually compute allowable costs based on the following instructions for the January – March quarter. Sample data has also been provided to serve as an example.

#### STEPS

1. Determine the number of “In-Home Child Welfare/Protective Supportive Services Cases” on the last day of the calendar quarter  
100 cases
2. Of those cases, determine how many are eligible for TANF as documented by a PRC application or who meet the poverty level as outlined in the County JFS PRC plan if it is different (see specific 04281 instructions for additional clarification of “eligible for TANF”)  
75 cases
3. Verify all cases listed in step 2 are included in the agency’s PRC plan  
Yes or No
4. If Yes, divide the amount in Step 2 by the amount in Step 1 to arrive at a percentage  
 $75 / 100 = 75\% (.75)$
5. Identify the **non-allocated costs** from code 770 - **IV-E Child Welfare (Non-Custody) Case Management** on the quarter’s SSRMS Reconciliation  
\$73,486.54
6. Multiply the Percentage calculated in Step 4 by the **non-allocated** amount identified in Step 5  
 $\$73,486.54 \times .75 = \$55,114.91$

The result of this calculation is the maximum amount of non-allocated costs allowable to be assigned to the TANF-Regular grant on the COF.

For separated agencies, the calculated result is the maximum amount of TANF-Regular funds which can be billed to the CDJFS for the quarter as assigned on the COF. Separated agencies assigning costs to the TANF-Regular grant on the COF must note that these expenditures are coded as non-reimbursable. The PCSA must have a TANF contract with the CDJFS to be reimbursed for these costs.

Counties must **resubmit the January – March COF by May 24, 2010** if non-allocated costs are assigned to the TANF-Regular grant.



Please contact your ODJFS Fiscal Supervisor if you have any questions.

Thank you.