

Date: February 28, 2013

Sequence: 2013 – 17

Topic: Adjustment to a Prior- Period Allocated and Approved (APAA) Expenditure Process

With the implementation of CFIS Web, ODJFS has developed a new process to replace the function of the Configuration File. The new process is called "Adjustment to a Prior Period Allocated and Approved Expenditure" or APAA. Agencies will utilize this process in instances where an adjustment needs to occur and direct coding is not available (i.e. audit, ERIP, and errors).

An APAA Request form has been developed to capture the details needed to set up the necessary adjustments. The request form is designed to be completed online and submitted via email. The APAA Request will be completed when: (1) a local agency determines there is an error or (2) ODJFS determines there is an error.

Local Agency Determines Error

Steps for completing the APAA process when a local agency has determined there is error are as follows:

1. Local agency contacts Fiscal Supervisor
2. The local agency completes necessary analysis to obtain "From" and "To" funding sources and amounts. The analysis must be maintained by agency as documentation of the change.
3. The local agency completes the APAA request document and emails it to their assigned fiscal supervisor t for review.
 - Local agency acknowledges approval by entering the name of Fiscal Contact and Director under "Agency Approval" column.
4. Local agency will be notified via email from CFIS Help Desk that the APAA is setup.
 - APAA is time sensitive and must be completed by the dates established on the form.
 - Local agency will go to SL functions select Adjustment PAA from the menu.
 - a. Agency will enter reporting month and year then click search which will bring up the "From" and "To" Grant details.
 - b. Agency will enter in the amounts for each "From" and "To" grant.
 - c. Once competed they will click "Save" and "Approve".
 - d. Agency will review CFIS Web reports to ensure accuracy prior to submission to OAKS.

ODJFS Determines Error

There may be occasions that ODJFS determines the need for an APAA. In these situations ODJFS will notify agencies, complete the form, and send form via CFIS Help Desk. The ODJFS Fiscal supervisor will provide assistance as needed.

APAA Form, JFS 01179 is being registered and will be available soon on our website through Forms Central. A draft of the form is attached.

Training will be provided at the March Regional Quarterly Meetings.

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