

Adjustment to a Prior period Allocated and Approved expenditure (APAA) and PAA's

What is an APAA?

1. An APAA is an agency specific post allocated adjustment set up in CFIS Web by BCFTA originating from a completed APAA Request form (JFS01179).
2. The specific post allocated adjustment is based on financial adjustments an agency needs to report, but there are no available direct codes or PAA's that can be used to make the adjustment locally.
3. APAA's replace the function of the Config File process.

The completion of an APAA Request form (JFS01179)

1. The following sections will be completed by the local Agency.
 - a. County/Agency Information
 - b. Reason for Request
 - c. County/Agency Approval
 - d. E-mail your request to your Fiscal Supervisor or Analyst
 - e. APAA Request Details
2. The form will then be forwarded by the local agency by e-mail to their assigned fiscal supervisor or analyst for review.
3. The fiscal supervisor or analyst will review and forward to the CFIS Help Desk for processing or e-mail back to the agency requesting additional information.
4. The local agency will be notified via email from the CFIS Help Desk when the APAA is available for processing in CFIS Web.

How is the APAA processed in CFIS Web?

1. SL functions > Adjustment PAA
 - a. Select the applicable Reporting Month and click on search
 - b. Click on the add button
 - c. Fill in the amount in the pop up box and click on the select link by the APAA choice
 - d. Save the APAA
 - e. Approve the APAA

Post Allocated Adjustments tips

1. Print the CR112 report using the "active" status to display all allowable PAA's
2. The pop-up screen can be sorted by any of the column titles simply by clicking on the column title
3. The PAA pop-up screen has been edited so that the to and from grants are easily identified

Select	From Budget Reference	From Grant	To Budget Reference	To Grant	To Project
Select	Adult Protective Service	JFSCAAPS-JFSSSF13-GRF	Social Services Operating	JFSCASSO-JFSSSF13-GRF	JFSFA859
Select	Adult Protective Service	JFSCAAPS-JFSSSF13-GRF	Title XX - Base Subsidy	JFSCAXB-JFSFSS13-3960	JFSFA458
Select	Child Care Administration	JFSCAADM-JFSFCD13-3H70	TANF Administration	JFSCACC2-JFSFTF13-3V60	JFSFA348
Select	Child Care Non-Admin	JFSCACCA-JFSFCD13-3H70	Child Care Administration	JFSCAADM-JFSFCD13-3H70	JFSFA345
Select	Child Care Non-Admin	JFSCACCA-JFSFCD13-3H70	TANF Administration	JFSCACC2-JFSFTF13-3V60	JFSFA346
Select	Child Care Non-Admin	JFSCACCA-JFSFCD13-3H70	TANF Regular	JFSCATFR-JFSFTF13-3V60	JFSFA347
Select	Child Welfare Services	JFSCACWS-JFSSSF13-GRF	Social Services Operating	JFSCASSO-JFSSSF13-GRF	JFSFA711
Select	Child Welfare Services	JFSCACWS-JFSSSF13-GRF	Title XX - Transfer Subsidy	JFSCAXT-JFSFTX13-3V60	JFSFA457
Select	Child Welfare Services	JFSCACWS-JFSSSF13-GRF	Title XX - Base Subsidy	JFSCAXB-JFSFSS13-3960	JFSFA456
Select	FAET - 100%	JFSCAFST-JFSFF113-3840	FAET - 50%	JFSCAFAO-JFSFF513-3840	JFSFA212

1 2 3

Cancel

Ohio Department of Job and Family Services
ADJUSTMENT POST ALLOCATED ADJUSTMENT (APAA) REQUEST

DRAFT-DRAFT-DRAFT-DRAFT-
DRAFT-DRAFT-DRAFT-DRAFT-
DRAFT-DRAFT-DRAFT-DRAFT

COUNTY/AGENCY INFORMATION

Date of Request:	Click here to enter a date.	Name:	
Agency Name:		Phone:	
Agency Number:		E-mail:	
Agency Type:	Click here to select agency type.	Effective Month :	Click here to enter effective month/year.

Reason For Request (agency will maintain all documentation supporting the adjustment request)

COUNTY/AGENCY APPROVAL

Agency Fiscal Contact or Designee		Click here to enter a date.
Agency Director or Designee		Click here to enter a date.

E-mail your request to your Fiscal Supervisor or Analyst: [Click here to select fiscal supervisor or analyst.](#)

BCFTA PROCESSING

Fiscal Supervisor/Analyst Review		Click here to enter a date.
Operations Processing		Click here to enter a date.
Adjustment PAA will be available for use for the following time frame:		

ADJUSTMENT POST ALLOCATED ADJUSTMENT (APAA) REQUEST DETAILS

FROM		Brief Description	Amount	TO		Brief Description
Budget Reference Number	Grant Number			Budget Reference Number	Grant Number	