

CFIS Web Quarterly Process Steps in Sequence for PA, CSEA, PCSA Combined with PA as CCMEP Lead Agency

1. 4281 Review - PCSA Subset (Updated Weekly – Becomes final at the end of the 3rd month following the reporting quarter)
2. FTE Information – PA Subset (Due at the end of the 1st month following the reporting quarter)
3. RMS - Import Preliminary RMS Stats for PA – IM & SS and CSEA – CS
4. Financials - CCMEP Subset 1st Month
5. Cost Allocation – CCMEP Subset 1st Month (Due date set by Fiscal Agent)
6. Monthly Financials – PA, CSEA and PCSA Subsets 1st Month (PA must Retrieve CCMEP Financials)
7. Cost Allocation - PA Subset (Due by the 18th of the following month)
8. Subset Transfer – PA to CSEA to move Shared Costs to CSEA
9. Subset Transfer – PA to PCSA to move 760 CW RMS Costs to PCSA
10. Cost Allocation – CSEA Subset & PCSA (Due by the 18th of the following month)

11. Cost Allocation – Unapprove 1st Month for all Subsets
12. RMS - Import Final RMS Statistics PA – IM & SS and CSEA – CS
13. Financials – CCMEP Subset 2nd Month
14. Cost Allocation – CCMEP Subset 1st & 2nd Months (Due date set by Fiscal Agent)
15. Monthly Financials – PA, CSEA and PCSA Subsets 2nd Month (PA must Retrieve CCMEP Financials for both 1st and 2nd Months)
16. Cost Allocation – PA Subset for 1st & 2nd Months (Due by the 18th of the following month)
17. Subset Transfer – PA to CSEA to move Shared Costs to CSEA for 1st & 2nd Months
18. Subset Transfer – PA to PCSA to move 760 CW RMS Costs to PCSA for 1st & 2nd Months
19. Cost Allocation – CSEA & PCSA Subset for 1st & 2nd Months (Due by the 18th of the following month)

20. Financials – CCMEP Subset 3rd Month
21. Cost Allocation – CCMEP Subset (Due date set by Fiscal Agent)
22. Monthly Financials – PA, CSEA and PCSA Subsets 3rd Month (PA must Retrieve CCMEP Financials)
23. Monthly Financials – PA confirm Retrieve CCMEP Financials for all 3 months
24. Cost Allocation – PA Subset

25. Subset Transfer – PA to move Shared Costs to CSEA for 3rd Month
26. Subset Transfer – PA to PCSA to move 760 CW RMS Costs to PCSA for 3rd Month
27. Cost Allocation - CSEA Subset for 3rd Month (Due by the 18th of the following month)
28. Cost Allocation – PCSA Subset for 1st, 2nd and 3rd Months (Due by the 18th of the following month)
Note: Reallocation of first two months required due to 4281 data not finalized until the end of 3rd month.
29. Certification of Funds - PCSA Subset to move quarterly NA costs & NA Match
30. Post Allocated Adjustments – PCSA Subset to move IV-E Local Match (Admin & Train) or other costs previously performed on the Certification of Local Match to SCPA (optional)
31. Post Allocated Adjustments – PA Subset to move Non Allocated charged to Title XX Base, Title XX TANF Transfer, Community and Protective Services and/or Social Service Operating on Certification of Funds from PCSA Subset AND other existing ceiling excesses in PA
32. Submit to OAKS by 2 p.m. for all Subsets (Due by the 18th of the following month of the quarter)

Note: If Cost Allocation is unapproved after performing Certification of Funds and Post Allocated Adjustments, Certification of Funds and Post Allocated Adjustments must be re-processed.

If CCMEP is unallocated and reprocessed for any reason by a PA Lead Agency all entities must be reprocessed, including the Retrieve CCMEP Financials step in the PA Monthly Financials.

CFIS Web Quarterly Process Steps in Sequence for PA & CSEA Combined with PA as CCMEP Lead Agency

1. FTE Information – PA Subset (Due at the end of the 1st month following the reporting quarter)
2. RMS - Import Preliminary RMS Stats for PA – IM & SS and CSEA – CS
3. Financials – CCMEP Subset 1st Month
4. Cost Allocation – CCMEP Subset (Due date set by Fiscal Agent)
5. Monthly Financials – PA & CSEA Subsets 1st Month (PA must Retrieve CCMEP Financials)
6. Cost Allocation - PA Subset (Due by the 18th of the following month)
7. Subset Transfer – PA Subset to move Shared Costs to CSEA for 1st Month
8. Cost Allocation – CSEA Subset 1st Month (Due by the 18th of the following month)

9. Cost Allocation – Unapprove 1st Month for CCMEP, PA & CSEA Subsets
10. RMS - Import Final RMS Statistics PA – IM & SS and CSEA – CS
11. Financials – CCMEP Subset 2nd Month
12. Cost Allocation – CCMEP Subset for 1st and 2nd Months (Due date set by Fiscal Agent)
13. Monthly Financials – PA & CSEA Subsets 2nd Month (PA must Retrieve CCMEP Financials)
14. Cost Allocation – PA Subset for 1st & 2nd Months (Due by the 18th of the following month)
15. Subset Transfer – PA Subset to move Shared Costs to CSEA for 1st and 2nd Months
16. Cost Allocation – CSEA Subset for 1st & 2nd Months (Due by the 18th of the following month)

17. Financials – CCMEP Subset 3rd Month
18. Cost Allocation – CCMEP Subset (Due date set by Fiscal Agent)
19. Monthly Financials – PA & CSEA Subsets 3rd Month (PA must Retrieve CCMEP Financials)
20. Monthly Financials – PA confirm Retrieve CCMEP Financials for all 3 months
21. Cost Allocation – PA Subset
22. Subset Transfer – PA Subset to move Shared Costs to CSEA for 3rd Month
23. Cost Allocation - CSEA Subset for 3rd Month (Due by the 18th of the following month)
24. Post Allocated Adjustments – PA Subset to move existing ceiling excesses
25. Submit to OAKS by 2 p.m. for all Subsets (Due by the 18th of the following month of the quarter)

Note: If Cost Allocation is unapproved after performing Post Allocated Adjustments, the Post Allocated Adjustments must be re-processed.

If CCMEP is unallocated and reprocessed for any reason by a PA Lead Agency all entities must be reprocessed, including the Retrieve CCMEP Financials step in the PA Monthly Financials.

CFIS Web Quarterly Process Steps in Sequence for PA & PCSA Combined with PA as CCMEP Lead Agency

1. 4281 Review - PCSA Subset (Updated weekly and becomes final at the end of the 3rd month following the reporting quarter)
2. FTE Information – PA Subset (Due at the end of the 1st month following the reporting quarter)
3. RMS - Import Preliminary RMS Stats for PA – IM & SS
4. Financials – CCMEP Subset 1st Month
5. Cost Allocation – CCMEP Subset (Due date set by Fiscal Agent)
6. Monthly Financials – PA and PCSA Subsets 1st Month (PA must Retrieve CCMEP Financials)
7. Cost Allocation - PA Subset
8. Subset Transfer – PA Subset to move 760 CW RMS Costs to PCSA for 1st Month
9. Cost Allocation – PCSA Subset (Due by the 18th of the following month)

10. Cost Allocation – Unapprove 1st Month for CCMEP, PA & PCSA Subsets
11. RMS - Import Final RMS Statistics PA – IM & SS
12. Financials – CCMEP Subset 2nd Month
13. Cost Allocation – CCMEP Subset 1st & 2nd Months (Due date set by Fiscal Agent)
14. Monthly Financials – PA & PCSA Subsets 2nd Month (PA must Retrieve CCMEP Financials)
15. Cost Allocation – PA Subset for 1st & 2nd Months (Due by the 18th of the following month)
16. Subset Transfer – PA to PCSA to move 760 CW RMS Costs to PCSA for 1st & 2nd Month
17. Cost Allocation – PCSA Subset for 1st & 2nd Months (Due by the 18th of the following month)

18. Monthly Financials – CCMEP Subset 3rd Month
19. Cost Allocation – CCMEP Subset (Due date set by Fiscal Agent)
20. Financials – PA and PCSA Subsets 3rd Month (PA must Retrieve CCMEP Financials)
21. Monthly Financials – PA confirm Retrieve CCMEP Financials for all 3 months
22. Cost Allocation – PA Subset 3rd Month
23. Subset Transfer – PA Subset to move 760 CW RMS Costs to PCSA for 3rd Month
24. Cost Allocation - PCSA Subset for 1st, 2nd and 3rd Months (Due by the 18th of the following month).
Note: Reallocation of first two months required due to 4281 data not finalized until the end of 3rd month.
25. Certification of Funds - PCSA Subset to move quarterly NA costs & NA Match

26. Post Allocated Adjustments – PCSA Subset to move IV-E Local Match (Admin & Train) or other local costs to SCPA
27. Post Allocated Adjustments – PA Subset to move Non Allocated charged to Title XX Base, Title XX TANF Transfer, Community and Protective Services and/or Social Service Operating on Certification of Funds from PCSA Subset AND other existing ceiling excesses in PA
28. Submit to OAKS by 2 p.m. PA & PCSA Subsets (Due by the 18th of the following month of the quarter)

Note: If Cost Allocation is unapproved after performing Certification of Funds and Post Allocated Adjustments, Certification of Funds and Post Allocated Adjustments must be re-processed.

If CCMEP is unallocated and reprocessed for any reason by a PA Lead Agency all entities must be reprocessed, including the Retrieve CCMEP Financials step in the PA Monthly Financials.

CFIS Web Quarterly Process Steps in Sequence for CCMEP with WDA LEAD Agency

1. Open CCMEP entity to consolidate 1st month financials and transfer them from LR to CCMEP Sub-area at **Ledger Functions > Financials Consolidations**
2. Close Accounting Period in CCMEP at **Master > County Control Functions** and then select the **Accounting Period** tab
3. Approve CCMEP financials at **SA Functions > Financials**
4. Allocate and approve CCMEP financials at **SA Functions > Cost Allocation**
5. Notify Fiscal Agent CCMEP WIOA Youth and CCMEP TANF funds are ready for consolidation (Follow fiscal agent guidelines for WIOA due date)

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6. Open CCMEP entity to consolidate 2nd month financials and transfer them from LR to CCMEP sub-area at **Ledger Functions > Financials Consolidations**
 7. Close Accounting Period in CCMEP at **Master > County Control Functions** and then select the **Accounting Period** tab
 8. Approve CCMEP financials at **SA Functions > Financials**
 9. Allocate and approve CCMEP financials at **SA Functions > Cost Allocation**
 10. Notify Fiscal Agent CCMEP WIOA Youth and CCMEP TANF funds are ready for consolidation (Follow fiscal agent guidelines for WIOA due date)

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11. Open CCMEP entity to consolidate 3rd month financials and transfer them from LR to CCMEP sub-area at **Ledger Functions > Financials Consolidations**
 12. Close Accounting Period in CCMEP at **Master > County Control Functions** and then select the **Accounting Period** tab

13. Approve CCMEP financials at **SA Functions > Financials**

14. Allocate, approve and submit CCMEP financials to Fiscal Agent at **SA Functions > Cost Allocation**

15. Submit to FA the CCMEP WIOA Youth and CCMEP TANF financials and notify the Fiscal Agent they are ready for consolidation (Follow fiscal agent guidelines for WIOA due date)