

Date: 01/07/2010
 Sequence: 2010-09-A
 Topic: **Jul – Sep Mandated Share Configuration**

ODJFS has determined that the transfer detail provided in the 9/23/09 BCFTA Update 2010 – 09 “Mandated Share Configuration” is not correct. Due to this error, many agencies entered incorrect information in the QuIC+ Mandated Share Configuration screen; the mandated share transfer was moved from the SFY 09 IM allocation instead of the SFY 10 IM allocation.

Counties must correct this issue by completing the following steps:

Steps for Correcting the Mandated Share Screen in QuIC+:

1. Run the Mandated Share Configuration Report in QuIC+ for fiscal year 2010. Compare this report with the chart at the end of this communication. If the Mandated Share Configuration Report matches the chart, then no action is necessary. If it does not match, then proceed to step 2.

QuIC+ for the Public Assistance Subset											
Mandated Share Configurations From 7/2009 To 9/2009											
Transfer From				Transfer To				Transfer Period Range			
Grant Header	Grant	Fund	ALI	Budget Ref.	Grant Header	Grant	Fund	ALI	Budget Ref.		
								From Month	From Year	To Month	To Year
								Target Amount	Monthly Amount		
Food Stamps-JFSFFB00-GRF-50%-3840-50%				Food Stamp Mandated Share-LOCAL-100%				7	2009	9	2009
JFSSTFD	GRF	600521	JFSCASIM	JFSOLOCL	GRF	600521	JFSCAFSP		\$10,196.00	\$1,599.87	
Income Maintenance-JFSSTFD-GRF-100%				Disability Asst Mandated Share-LOCAL-100%				7	2009	7	2009
JFSSTFD	GRF	600521	JFSCASIM	JFSOLOCL	GRF	600521	JFSCADAS		\$18,185.00	\$1,812.92	
Medicaid-JFSMT00-SRF-50%-3F00-50%				Medicaid Mandated Share-LOCAL-100%				7	2009	9	2009
JFSMT00	GRF	600521	JFSCASIM	JFSOLOCL	GRF	600521	JFSCAMDC		\$23,543.00	\$1,961.83	

2. Because mandated shares have already been entered in the July – September quarter which is closed, you must end any incorrect mandated shares in QuIC+ in September. Edit those records in the Mandated Share Configuration screen in QuIC+ (**Tasks -> Allocations -> Edit Mandated Share Configuration**) and change the “To Year” and “To Month” to September 2009 and click “Save”.

PLEASE NOTE: If your mandated shares were entered into QuIC+ using the letter from 9/23/09, then you will need to end the Medicaid, Food Stamp and TANF lines in September. There is no change in Disability Assistance from the original letter.

(Example shown is for an OLD Medicaid Mandated Share being End-dated for September 2009)

The screenshot shows a software window titled "Mandated Share Configuration - 1". It contains three main sections:

- Transfer From:** Grant Header: Medicaid -JFSFMT09-GRF-50%-3F00-50%; Grant Detail: JFSFMT09-GRF-600521-7705B-JFSCASIM
- Transfer To:** Grant Header: Medicaid Mandated Share-LOCAL-100%; Grant Detail: JFSOLOCL-GRF-600521-7705B-JFSCAMDC; Target Amount: 23,542.00
- Transfer For Each Period:** From Year: 2009; To Year: 2009; From Month: July; To Month: September

At the bottom, there are fields for "Added" (09/24/2009 09:13:27 AM, KIM) and "Changed" (12/23/2009 11:05:29 AM, ADMIN), along with an "Agency" field set to "PA" and a toolbar with various icons and a "VIEW" button.

A callout box on the right side of the window, with an arrow pointing to the "To Month" dropdown, contains the text: "End date the Mandated Share for September 2009".

3. Next, you will need to enter any missing mandated shares for October 2009 – June 2010. For any mandated share that was ended in QuIC+, enter a mandated share using the chart at the end of this communication from October 2009 – June 2010.

(Example shown is for NEW Medicaid Mandated Share)

The screenshot shows a software window titled "Mandated Share Configuration - 1". It contains three main sections:

- Transfer From:** Grant Header: Income Maintenance-JFSSSTFO-GRF-100%; Grant Detail: JFSSSTFO-GRF-600521-7631B-JFSCASIM
- Transfer To:** Grant Header: Medicaid Mandated Share-LOCAL-100%; Grant Detail: JFSOLOCL-GRF-600521-7705B-JFSCAMDC; Target Amount: 23,542.00
- Transfer For Each Period:** From Year: 2009; To Year: 2010; From Month: October; To Month: June

At the bottom, there are fields for "Added" (12/23/2009 11:08:06 AM, ADMIN) and "Changed" (12/23/2009 11:08:06 AM, ADMIN), along with an "Agency" field set to "PA" and a toolbar with various icons and a "VIEW" button.

Steps for Entering Post Allocated Adjustments (PAA) Corrections:

1. First, determine which grants will need to be adjusted and for what amounts. Please refer to the Mandated Share Configuration report run through 09/2009 in QuIC+.

QuIC+ for the Public Assistance Subset
Mandated Share Configurations From 7/2009 To 9/2009

Transfer From				Transfer To				Transfer Period Range						
Grant Header	Grant	Fund	Budget Ref.	Grant Header	Grant	Fund	Budget Ref.	From Month	From Year	To Month	To Year			
Grant Detail:	Grant	Fund	ALI	Budget Ref.	Grant Detail:	Grant	Fund	ALI	Budget Ref.	Target Amount	Monthly Amount			
Food Stamps-JFSFFB00-GRF-50%-3840-50%	JFSSTFD	GRF	600521	JFSCASIM	Food Stamp Mandated Share-LOCAL-100%	JFSOLOCL	GRF	600521	JFSCAFSP	7	2009	\$ 2009	\$1,196.00	\$1,599.67
Income Maintenance-JFSSTFD-GRF-100%	JFSSTFD	GRF	600521	JFSCASIM	Disability Asst.Mandated Share-LOCAL-100%	JFSOLOCL	GRF	600521	JFSCADAS	7	2009	7	\$1,185.00	\$1,812.92
Medicaid-JFSFMT00-GRF-50%-3F00-50%	JFSFMT00	GRF	600521	JFSCASIM	Medicaid Mandated Share-LOCAL-100%	JFSOLOCL	GRF	600521	JFSCAMDC	7	2009	\$ 2009	\$23,542.00	\$1,981.83

Grants that will need PAAs entered

Amount to be multiplied by 3 for the PAA

2. Identify all grants that are active between July 2009 and September 2009 that do not match the chart at the end of this letter. Enter post allocated adjustments to reverse these amounts and then complete a second series of post allocated adjustments to enter the correct amounts.
3. Determine the amount that needs to be adjusted for the grants that were incorrect from July – September. The last column of the Mandated Share Configuration screen shows the monthly amount. Multiply this amount by 3 (for July, August and September) to determine the adjustment amount.
4. Enter a post allocated adjustment for each incorrect line in an open month (October - December are currently open). The adjustment utilizes the “Transfer To” grant information from the Mandated Share Configuration report in the “Transfer From” section of the Post Allocated Adjustment screen in QuIC+. The “Transfer From” grant on the Mandated Share Configuration report will be the “Transfer To” grant in the Post Allocated Adjustment screen. The “Transfer From Amount” will be the amount you calculated in step 3 with a negative sign. For example:

Food Stamps has a monthly amount of \$1,000.00. Multiply the monthly amount by 3 and add a negative sign to calculate the “From Amount”. The calculated -\$3,000.00 “From Amount” will be entered in the Post Allocated Adjustment screen.

Example shows PAA putting Mandated Share amount back in with correct mapping Medicaid Mandated Share

The screenshot shows a software window titled "Edit Post Allocation Adjustments - 1". At the top, there are dropdown menus for "Year" (set to 2009) and "Month" (set to October). Below this, the window is divided into two main sections: "FROM GRANT INFORMATION" and "TO GRANT INFORMATION".

FROM GRANT INFORMATION:

- Grant Header: Income Maintenance-JFSSSTFO-GRF-100%
- Grant Detail: JFSSSTFO-GRF-600521-7631B-JFSCASIM
- From Amount: \$-5,885.49
- Note: (empty text area)
- Reference: BACKIN2

TO GRANT INFORMATION:

- Grant Header: Medicaid Mandated Share-LOCAL-100%
- Grant Detail: JFSOLOCL-GRF-600521-7705B-JFSCAMDC
- To Amount: \$5,885.49
- Note: (empty text area)
- Reference: BACKIN2

Below these sections are buttons for "Filter Reference..." and "Copy". A metadata table shows:

Added	Added By	Changed	Changed By
12/23/2009 11:15:40 AM	ADMIN	12/23/2009 11:15:40 AM	ADMIN

At the bottom, there is an "Agency" dropdown set to "PA", a set of navigation icons, and a red "ADD" button.

Allocating and Uploading the Corrections:

1. Process allocations for October and November.
2. Upload your financials for October and November

Transfer Grant Header/Detail

	From		To
	Grant Header	Grant Detail	
Medicaid Administration	Income Maintenance – JFSSSTFO – GRF-100%	JFSSSTFO-GRF-600521-7631B-JFSCASIM	Medicaid Mandated Share – Local – 100%
Food Stamp Administration	Income Maintenance – JFSSSTFO – GRF-100%	JFSSSTFO-GRF-600521-7631B-JFSCASIM	Food Stamp Mandated Share – Local – 100%
Disability Assistance Administration	Income Maintenance – JFSSSTFO – GRF-100%	JFSSSTFO-GRF-600521-7631B-JFSCASIM	Disability Asst Mandated Share Local – 100%
Jul – Sep TANF	TANF Regular – JFSFTF09-3v60-100%	JFSFTF09 – 3v60-600689-7626B-JFSCATFR	TANF Mandated Share – Local – 100%
Oct – Jun TANF	TANF Regular – JFSFTF10-3v60-100%	JFSFTF10-3v60-600689-7626B-JFSCATFR	TANF Mandated Share – Local – 100%

New Mandated Share Configuration Report

Transfer From				Transfer To				Transfer Period Range					
Grant Header	Grant Detail: Grant	Fund	ALI	Budget Ref.	Grant Header	Grant Detail: Grant	Fund	ALI	Budget Ref.	From Month	From Year	To Month	To Year
										Target Amount	Monthly Amount		
Food Stamps-JFSFFB00-GRF-50%-3840-50%	JFSSSTFO	GRF	800521	JFSCASIM	Food Stamp Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCAPSP	7	2009	9	2009
										\$19,198.00	\$1,509.87		
Income Maintenance-JFSSSTFO-GRF-100%	JFSSSTFO	GRF	800521	JFSCASIM	Disability Asst Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCADAS	7	2009	9	2009
										\$18,158.00	\$1,512.92		
Medicaid-JFSFMT09-GRF-50%-3F00-50%	JFSFMT09	GRF	800521	JFSCASIM	Medicaid Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCAMDC	7	2009	9	2009
										\$23,542.00	\$1,961.83		
Income Maintenance-JFSSSTFO-GRF-100%	JFSSSTFO	GRF	800521	JFSCASIM	Disability Asst Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCADAS	10	2009	6	2010
										\$18,158.00	\$1,512.92		
Income Maintenance-JFSSSTFO-GRF-100%	JFSSSTFO	GRF	800521	JFSCASIM	Food Stamp Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCAPSP	10	2009	6	2010
										\$19,198.00	\$1,509.87		
Income Maintenance-JFSSSTFO-GRF-100%	JFSSSTFO	GRF	800521	JFSCASIM	Medicaid Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800521	JFSCAMDC	10	2009	6	2010
										\$23,542.00	\$1,961.83		
TANF Regular-JFSFTF10-3v60-100%	JFSFTF10	3v60	800689	JFSCATFR	TANF Mandated Share-LOCAL-100%	JFSOLOCL	GRF	800410	JFSCATFR	10	2009	6	2010
										\$0.00	\$0.00		

Please contact your ODJFS Fiscal Supervisor if you have questions.

Thank you.