

## **Monitoring Assessment Tool - TANF Title XX Transfer**

### **Background:**

Under PRWORA, Ohio has selected the option of transferring 15% of its TANF Block Grant to the Social Services Block Grant (SSBG/Title XX).

**Review Objectives:** To determine whether:

- Evidence of program eligibility is present;
- Costs charged to the program are allowable; and
- Costs are properly recorded.

### **Procedures:**

#### General

Inquire of management as to their policies for the use of TANF Title XX transfer monies, and obtain a copy of their Title XX profile.

If Foster Care placement and maintenance costs are charged to TANF Title XX transfer monies, determine whether the agency maintains documentation demonstrating that Foster Care placement and maintenance costs are secondary to the child's need for medical treatment.

#### Direct Charges Using Contracts

Select a contract for goods or services the cost of which is directly charged to the TANF Title XX transfer monies. Review the contract to determine whether:

- The goods or services were used for a Title XX allowable activity; and
- The goods or services were allowable under the terms of the county's Title XX profile.

Select one invoice that was paid under the contract and determine whether:

- The goods or services invoiced were provided and are within the context of the contract deliverables;
- The invoiced goods or services were provided within the contract term;
- The invoice was mathematically correct and the charges agreed with the contract e.g., unit rate;

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

- The goods or service meet the program needs; and
- The payment made matched the invoice amount and was charged to the proper financial code.

Verify that documentation exists to support a determination that the assistance group meets the 200% federal poverty level requirement.

If any individual eligibility criteria exist for the services provided, from the invoice reviewed, select two recipients and verify the documentation supports their eligibility.

#### Direct Charges Non-Contract

Select two invoices, the cost of which was directly charged to the TANF Title XX transfer monies. Review the invoices to determine whether:

- The goods or services invoiced were provided;
- The invoices were mathematically correct;
- The goods or services were used for a Title XX allowable activity; and
- The goods or services were allowable under the terms of the county's Title XX profile;
- The goods or service meet the program needs; and
- The payment made matched the invoice amount and was charged to the proper financial code.

Verify that documentation exists to support a determination that the assistance group meets the 200% federal poverty level requirement.

If any individual eligibility criteria exist for the services provided, from the invoice reviewed, select two recipients and verify the documentation supports their eligibility.

#### **Conclusion:**

Consider whether a systemic problem or a lack of adequate internal control exists with regard to TANF Title XX transfer activity. If so, make an appropriate notation in the MA form.

Summarize your results in a narrative form.