

DSS Budget Office Fiscal Monitoring Spreadsheet

COUNTY: _____ LBL: _____

DATE: _____ Review month/year: _____

Programs (Food & Nutrition Services (FNS), Child Support (IV-D) and TANF:

(If county does not operate Child Support or operated elsewhere in county government or contract, notate):

DSS-1571: Part I (Administrative Costs):

DSS-1571 payroll entries verified to general ledger Direct Worker Certifications reviewed

Comments/findings: _____

Day Sheets reviewed: DSS 2203 for FNS DSS 4263 for TANF Non-applicable for CSE

Comments/findings: _____

Percent of time report reviewed for minutes to Program Code R/TANF

Comments/findings: _____

Staff coded properly to: 64-14-B, 65-14-B, 65-16-B for FNS 79-09-C or 79-10-C for IV-D 54-10-A/54-12-A/54-18-A for TANF

Comments/findings: _____

DSS-1571: Part II (Statement of Administrative Costs and Purchased Services):

County General Ledger matches payment Reviewed 1571, Part II to insure cost reported correctly

Comments/findings: _____

FNS Employment & Training Vouchers: Voucher request for payments reviewed Part II code: 458 or 472

Comments/findings (if county not E&T or no payments made, document): _____

IV-D:

Reviewed all expenditures posted to Part II by correct code: 123, 423, 432, 449, or 450.

Comments/findings: _____

TANF:

Reviewed all expenditures posted to Part II by correct code: 204, 205, 206, 207, 227, 228, 229, 238, 246, 273, 276, 280, 281, or 288.

Comments/findings: _____

DSS Budget Office Fiscal Monitoring Spreadsheet (continued)

DSS-1571: Part IV (Purchased Services and Fees):

IV-D (Fees): Verified fees are posted to county general ledger and receipts issued

Comments/findings:

Verified fees are posted on 1571, Part IV using code 435-3 or 436-3

Comments/findings:

TANF: Part IV codes reviewed by Program Code T, unless program service code is 351

Comments/findings: