

# SFY 2019 ANNUAL INCENTIVE PLAN

## QUICK REFERENCE GUIDE

**This document is designed as a Quick Reference Guide to assist the counties in completing the SFY2019 Annual Incentive Plan.**

- Enter the County name in Cell A2.
- Answer the question regarding Waiver in Cell A5
- Enter the IV-D Service Area (i.e., Budgeted IV-D Expenses, Sheriff's Service, Contract Costs) in Cell A10-A20 (as needed)
- Enter Estimated Incentive Expenditure in \$0.00 format in Cell B10-B20 (as needed)
- Using the dropdown box in Cell C10-C20 (as needed) select the Performance Area Impacted
- Excel will calculate the total estimated incentive expenditure in Cell D21
- In the ADDITIONAL INFORMATION REGARDING THE SFY2019 ANNUAL PLAN FOR INCENTIVE FUND EXPENDITURES, enter any additional information relevant to your county's plan.
- Select the IV-D structure using the dropdown box in Cell E39. If Privatized, enter the company name in Cell E41
- Complete the information concerning the authorized county official, date, and email, and have the authorized official sign the document.

Email the signed document to [kristen.sigmon@dhhs.nc.gov](mailto:kristen.sigmon@dhhs.nc.gov) and [debra.henderson@dhhs.nc.gov](mailto:debra.henderson@dhhs.nc.gov)