

# SFY 2019 - 2020 INCENTIVE PLAN QUICK REFERENCE GUIDE

This document is designed as a Quick Reference Guide to assist counties in completing the SFY 2019 - 2020 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 as \$0.00 in Cells B10-B20 (as needed)
- Using the dropdown box in Cells 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 SFY2020 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 [debra.henderson@dhhs.nc.gov](mailto:debra.henderson@dhhs.nc.gov)