

Recent Monitoring Findings

- Health Choice Penetration Rate not applied to NC Fast HC time – review new codes
- Staff time not reported due to a split entry in SIS. (Employee's time entered in SIS under 2 ID numbers – with only the time for one ID claimed) – (important to review the Percentage of Time report)
- Monthly security reports not completed and sent by the 20th of the month.
- General Ledger not balanced to expenditures and revenues reported. (watch for credits to general ledger lines)
- If claiming temps that are hired through an employment agency on Part II, enter the FTEs on Part I. Review Section III-A Procedures for Recording Salary Data in the Fiscal Manual.
- Payroll not reconciled to the General Ledger, resulting in under and over-reporting of salary and fringe.
- Individual dues and memberships can not be claimed on the 1571. NC Bar Association is an individual membership. Remember, if the membership goes with the worker – it is an individual not agency membership.

Recent Monitoring Findings cont'd

- Staff attorney are using SIS Code 109 Foster Care Case Management, which is a Social Worker case management code. The correct codes to use is 228 for CPS and 128 for Foster Care cases. Refer to the SIS Manual Appendix B for Service Codes and Definitions.
- Agency are reporting the “net” amount for CSE Paternity Testing expenditures – instead of the actual amount collected from the client and the total invoice amount.
- County’s share of SAA, SAD and EBT costs reported as a 310 Expense on the Part II. These amounts are the county share and are not reportable on the 1571.
- Attorney costs are being incorrectly reported as 310 General Admin on the Part II.
- Stipends are allowable only if there is a reconciliation performed during the year. If the agency does not perform a reconciliation the cost is unallowable. If payment is within payroll making it taxable income (like on-call pay), the cost may be claimed.