

Recent Monitoring Findings

- ▶ Agency is claiming fees charged by the attorney which policy in the DSS Fiscal manual requires to be included in the contracted rate (standard postage and copies). The agency may agree to pay the attorney for these costs however they may not be submitted for reimbursement on the 1571.
- ▶ ADP expenditures are to be reported using the ADP Codes.
- ▶ Administrative Costs such as postage, office supplies, and telephone expense are being reported inconsistently. Administrative costs are to be reported consistently. Counties may report either as 310 General Admin Support or track the expenses and report all of the costs by program area – 310 General Admin, 349 General Services, 359 General IMC and 361 Child Support. A combination is not allowed and the reporting must be consistent throughout the year.
- ▶ Agencies must develop a means of allocating costs for salary, fringe and overhead for non-reimbursable programs and services. These situations may occur due to:
 - ▶ Consolidation
 - ▶ Supervision of other County Departments or Programs.
 - ▶ Grants