

Recent Monitoring Findings

January 2015

- Staff time is manually moved between fund sources which may have different eligibility requirements without the worker modifying and signing their daysheet.
- 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). Agency may agree to pay the attorney for these costs however it may not be submitted for reimbursement.
- Agencies must develop a means of allocating costs for salary, fringe and overhead for non-reimbursable programs and services. All agency employees who may have job duties that are related to non-DSS programs must have their salary, fringe and FTE reduced to reflect only the time spent in DSS functions. These situations may occur due to:
 - Consolidation
 - Supervision of other County Departments or Programs.
 - Grants