

## DSNAP and Shelter Fiscal Refresher Question and Answers 10-23-2024

Questions	Answers
How are we to record FTE for workers who are assisting another county?	As long your county is paying the worker, you would report the FTE following normal fiscal procedure.
For management level Income Maintenance planning, coordinating, etc. for DSNAP, would we use 990-G or 753? Our mgt usually doesn't do day sheets but have been due to assisting other counties.	Administrative or supervisory staff who do not typically complete Day Sheets are not required to code to 903-FS for DSNAP. If counties wish to capture this time for staff, those staff members will need to complete Day Sheets for the entire month for all activities. Counties must treat programs and staff members consistently.
Any recommendations on staff who are assisting with APS and CPS visits	When assisting counties with APS or CPS visits, workers should use the regular SIS code for the activity. They will need to obtain the eligibility information and client ID from the county to enter into your system.
What Code does Admin staff use for shelter?	Admin staff are not required to code to shelter time as their time is cost allocated.
Somewhere - not certain where - we were given guidance for assisting staff to code to 903 FS for the trainings. You stated to use 990 G. Should this all be 990?	Time spent by staff in DSNAP training should be coded to 990-G.
How should time be coded on the daysheet for attending the NXONE training and county level planning meetings to coordinate assistance to a county. Should that all be coded under 903 FS?	Time spent by staff in DSNAP training should be coded to 990-G. Time spent by staff implementing or planning DSNAP can be coded to 903-FS.