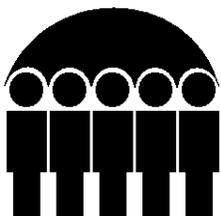


November 17, 1998

Employees' Manual
Title 15
Chapter B Appendix

SOCIAL SERVICES BLOCK GRANT

APPENDIX



Iowa
Department
of
Human Services

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Purchase of Service Reallocation, 470-0671

Purpose	Form 470-0671 is used to allocate and reallocate day care and family planning funds, both within and between regions. This form is also used in central office to enter hand-paid warrants for these services.
Supply	This form is an electronic template that originates from central office.
Completion	<p>ACFS staff prepare the form when allocations and reallocations of purchased service funds are necessary especially for child day care.</p> <p>For hand-paid warrants and returned warrants, the form is prepared monthly by the Bureau of Program Budget Accounting.</p> <p>Print three copies.</p>
Distribution	<p>For allocation and reallocation, staff of the Division of Adult, Children and Family Services submit the form to the Bureau of Purchased Services.</p> <p>The Bureau of Purchased Services initials the form upon approval, files one copy, and routes another copy directly to the Division of Data Management.</p> <p>Division of Data Management returns the form to the Bureau of Purchased Services after the information has been entered, with an update listing showing that the action occurred. An error listing also accompanies the form if any of the reallocations were not accepted by the computer.</p> <p>The Bureau of Purchased Services examines the listings to ensure that the reallocation is in place and resubmits the form to Division of Data Management as necessary.</p> <p>For hand-paid warrants the Bureau of Program Budget and Accounting sends the first copy to Division of Data Management for data entry, the second copy to ACFS, and keeps the third copy.</p>

Hand-paid warrants are reflected on the Allocation Summary Support (472T201-D) as an increase in “Monthly Expense” and “YTD Expense” and a reduction in “Current Balance”.

Returned warrants are reflected on the Allocation Summary Report, (472T201-D), in the “Correction Expense” column. They decrease the “Monthly Expense” and “YTD Expense” and increase the “Current Balance.”

Data

Instructions for reallocations:

- 1 Date. Enter the date when the form was signed for the region.
2. Transaction code. Enter 20 to reallocate funds. Enter 23 for hand -paid warrants. Enter 24 for canceled warrants.
- 3 Region number. Enter the two-digit number of the region:

01	Sioux City
02	Waterloo
03	Des Moines
04	Council Bluffs
05	Cedar Rapids
4. Service code. Enter the two-digit service code:

1401	Basic registered group day care
1501	Basic licensed center
1601	Basic family day care homes
1701	Basic in-home day care
2501	Family planning
6101	Special needs registered group day care
6201	Special needs licensed center
6301	Special needs family day care homes
6401	Special needs in-home day care
5. Fiscal year. Enter the last two digits of the fiscal year; e.g., for FY 1998 enter 98.

6. Fund source. Enter the letter code for the funding source involved.

- A At-risk/matching
- F State day care assistance/mandatory
- P Protective day care
- R 100% federal/discretionary
- S State

7. Increase amount. For allocations and reallocations, enter the amount that the funding source is to be increased by; e.g., if an increase of \$10,000.00 is to be made to a given funding source, enter \$10,000.00.

For hand-paid warrants, leave blank. For returned warrants, enter the total amount of returned warrants to be credited to a particular funding source for a region.

8. Decrease amount. For reallocations enter the amount that the funding source is to be decreased by; e.g., if a decrease of \$10,000.00 is to be made to a given funding source, enter \$10,000.00.

9. Edit date. Completed by the Bureau of Purchased Services or Bureau of Program Budget and Accounting when the Unit approves the reallocation.

10. Initials. Completed by the Bureau of Purchased Services or the Bureau of Program Budget and Accounting when the Unit approves the reallocation.

11. Effective date. Enter the date that verification is received from Data Processing that the computer has accepted the entry.

12. Signature. Completed by the Bureau of Purchased Services or the Bureau of Program Budget and Accounting upon receipt of verification from Division of Data Management that the computer has accepted the reallocation.

Allocation Summary, Report S472T201-D

Purpose	The T201-D report shows the fund balances and expenditures for each service as invoices are paid. The original allocation is shown with the current allocation amount for each service.
Supply	This report originates from the POSS System.
Completion	The report is generated every Thursday by the Division of Data Management.
Distribution	Once a week this report is sent to the Bureau of Purchased Services, the Division of Adult, Children and Family Services, and the Bureau of Program Budget and Accounting. A copy goes to the regions on the last Thursday of every month.
Data	<p>S” in this form number is the program designation. “472” is a general reporting number for DHS reports. “T201-D2” is the specific number given only to this report.</p> <p>“For reporting period MM/DD/YY” is the date through which invoices reflected on this report were paid.</p> <p>The report has one section for state totals and five sections labeled with region number and name.</p> <p><u>Fund source</u> code identifies each allocation by funding source.</p> <p>Under the <u>Service Code</u> heading, the state-paid SSRS services offered in each region are listed with their respective service codes.</p> <p>The <u>Original Allocation</u> is the allocation for each service at the beginning of the year.</p> <p>The <u>Current Allocation</u> column represents a service’s adjusted allocation. The original allocation may be increased or decreased through the reallocation process.</p>

Monthly Expense shows expenditures for that month, including hand paid warrants.

Year-to-Date Expense is the cumulative total of expenditures for that year.

The Correction Expense column adjusts the year-to-date expense column by adding or subtracting to correct for errors and adding to reflect returned warrants.

Reallocations are the difference between the original and the current allocations. This figure is the NET change of all the reallocations processed.

Current Balance is the current allocation minus the year-to-date expenses. This balance shows the amount of funds remaining for a particular funding source.