

FUNDS MANAGEMENT

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General Policy

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109.1 GENERAL POLICY

As part of the Child Care Information Services (CCIS) Grant Agreement, CCISs are required to monitor and manage the funds granted to operate the CCIS and provide service. [See CCIS Grant Agreement.](#) The information in this chapter contains direction and procedures concerning the monitoring and maintenance of these grant amounts.

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[See Manual Section 109.11.3.1 – Questions – Manual Section 109.1 – General Policy](#)

109.2 DEFINITIONS & ACRONYMS

[See Manual 101 – Definitions & Acronyms for a complete, alphabetical listing of definitions and an alphabetical table of acronyms.](#)

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109.3 GOALS & OBJECTIVES

[See Manual Section 109.11.1 – Goals and Manual Section 109.11.2 – Objectives](#)

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109.4 OCDEL RESPONSIBILITIES

The following establishes the responsibilities of the Office of Child Development and Early Learning (OCDEL).

OCDEL will be responsible for supporting the CCIS agency efforts through the following activities:

1. Setting up the initial Service and Administration/Family Support Services (FSS) allocation amounts at the start of each fiscal year.
2. Monitoring Service expenditures to determine the timing and amount of any funding adjustments required.

[See Manual 108 – Budget Revisions, Section 108.4 – OCDEL Responsibilities.](#)

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3. Setting up a FSS Base Payment Amount for each funding source. The base payment amount is determined by OCDEL as a portion of the total FSS amount by funding source.
4. Recalculating the Base Payment Amount for the remaining months of the Fiscal Year when an increase or decrease in the FSS allocation occurs.
5. Authorizing the CCIS invoices to determine the amount of FSS paid to each CCIS. [See Manual 110 – CCIS Invoice/Payment.](#)
6. Providing the information needed to do revisions to the Service and FSS budgets. [See Manual 108 – Budget Revisions, Section 108.4 – OCDEL Responsibilities.](#)

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[See Manual Section 109.11.3.2 – Questions – Manual Section 109.4 – OCDEL Responsibilities](#)

109.5 CCIS RESPONSIBILITIES

The following establishes the responsibilities of the CCIS.

The CCIS will:

1. Set up Funding Program set-asides.
2. Monitor the Service encumbrance levels by reviewing allocations, available funds, obligated funds and overbooking amounts.
3. Set up and modify overbooking amounts in Low Income, as needed.
4. Review Low Income Waiting Lists.
5. Set up an FSS budget for Low Income, Former Temporary Assistance to Needy Families (TANF) and TANF in PELICAN Child Care Works (PELICAN CCW).
6. Update the FSS Budgets with the monthly expenses.
7. Modify the FSS budgets if/when money is transferred between budget categories.
8. Request to shift funds between Service and FSS, as needed.

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[See Manual Section 109.11.3.3 – Questions – Manual Section 109.5 – CCIS Responsibilities](#)

109.6 SERVICE BUDGET MAINTENANCE AND MONITORING

The information in this section provides direction on how to monitor and maintain the Service allocations for all the funding sources.

109.6.1 Set-asides

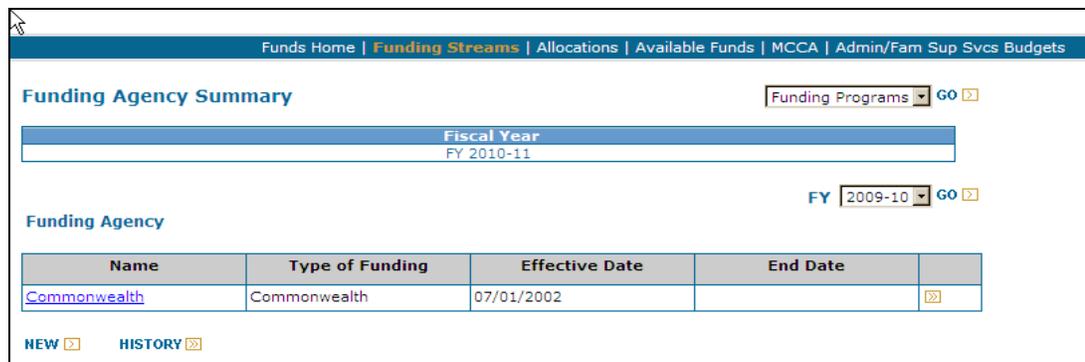
In PELICAN CCW, Low Income-Regular is set up by Headquarters (HQ). The regular program cannot be updated. Set-aside funding can be added and updated if it has been approved in the CCIS grant. [See CCIS Grant Agreement](#). Only set-asides approved through the grant process can be entered into PELICAN CCW.

To set up a set-aside program:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.



3. Select Funding Streams from the Sub-Navigation bar.
4. Click the Select drop-down box the select Funding Programs from the list.



5. Click Go. The Funding Program Summary page appears.

FUNDS MANAGEMENT

Funding Program Summary Select... GO

Fiscal Year
FY 2009-10

Source Select... **FY** 2009-10 GO

Funding Programs

Funding Program	Funding Source	Funding Agency	County	Allocation Amount
Low Income (Fund A) - Regular	Low Income (Fund A)	Commonwealth		\$4,231,625.24
Low Income (Fund A) - Teen Parent	Low Income (Fund A)	Commonwealth		\$111,513.76
Former TANF (Fund C) - Regular	Former TANF (Fund C)	Commonwealth		\$2,194,768.00
TANF Training - Regular	TANF Training	Commonwealth		\$630,000.00
TANF Work Support - Training - Regular	TANF Work Support - Training	Commonwealth		\$100,000.00
TANF Working - Regular	TANF Working	Commonwealth		\$413,000.00
TANF Work Support - Working - Regular	TANF Work Support - Working	Commonwealth		\$44,000.00
TANF State MOE - Regular	TANF State MOE	Commonwealth		\$201,000.00
Food Stamps - Regular	Food Stamps	Commonwealth		\$325,368.00
General Assistance/Work Support 2 - Regular	General Assistance/Work Support 2	Commonwealth		\$40,000.00

[NEW](#) [HISTORY](#)

- Click New to create a new funding program or click the funding program hyperlink to update a program. The Funding Program Detail page appears.

Funding Program Detail Select... GO

Fiscal Year
FY 2009-10

Funding Type
Commonwealth

Funding Program Information

Funding Source Low Income (Fund A) -

Funding Program Regular

Amount

Local Funding Eligibility Criteria

Maximum Income Limit

Minimum Family Size

[SAVE](#) [CANCEL](#)

- Click the Funding Source drop-down box and select a funding source from the list.
- Click the Funding Program drop-down box and select a funding program from the list.

Note: The Funding Source and Funding Program drop-down boxes are not available in the Update mode.

- Enter a dollar amount in the Amount field and then click Save.

Note: An error message will be generated if, by adding the new dollar amount, the total of all set-aside funding programs exceeds 10% of the source's Service dollars.

109.6.1.1 Modify Set-Aside Allocation Amount

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The following are examples of why set-aside allocations may be modified:

1. The CCIS Director may decide to increase the set-aside by \$1,000 when the next teen parent enrollment on the WL has a cost of care of \$3,000 but only \$2,000 are available in the teen parent set-aside.
2. The CCIS Director decides that the set-aside allocation is too high and will not be fully utilized by the end of the fiscal year (FY), so the CCIS Director reduces the allocation amount.

The CCIS Director completes the following steps to change the set-aside amount:

1. Navigate to the *Funding Agency Summary* page (Administration/Funds/Funding Streams)
2. Click the Select drop-down box the select Funding Programs from the list.
3. Click the “Teen Parent Set-Aside” hyperlink.
4. Change the “Set-Aside Allocation Amount”.
5. Click Save.

NOTE: The set-aside allocation is limited to 10% of the LI allocation amount. PELICAN CCW will not permit amounts greater than 10% of the LI allocation to be entered.

NOTE: A budget revision is NOT required each time a set-aside allocation amount changes. The last budget revision for the fiscal year must reflect the correct set-aside Service amount.

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[See Manual Section 109.11.3.4 – Questions – Manual Section 109.6.1 – Set-asides](#)

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109.6.2 Encumbrances

Encumbrance is the estimated cost of providing care for all enrollments calculated through the end of the fiscal year by funding source. The following sections provide direction to find the various components that make up encumbrance.

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[See Manual Section 109.11.3.5 – Questions – Manual Section 109.6.2 – Encumbrances](#)

109.6.2.1 Allocations

Allocation is the amount of money set up to pay for the costs of providing subsidized childcare to a population. Each funding source is allocated an amount of money from which to pay the CCIS for Service and FSS.

Note: The allocation amount is the potential maximum a CCIS may be paid for Service or FSS. Allocation is NOT the same as Revenues. The Revenue amount may be any amount up to, but not to exceed the Allocation amount.

To view a CCIS's Service and FSS allocations:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. Select Allocations from the Sub-Navigation bar to view the Funding Allocation Summary page.

The screenshot displays the 'Funding Allocation Summary' page in the Pennsylvania Pelican Child Care Works system. The page includes a navigation bar with links like 'Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration'. Below the navigation bar, there are filters for 'Fiscal Year' (FY 2009-10) and 'Agency' (Commonwealth). There are also dropdown menus for 'CCIS' (All, HQ, Adams) and 'Source' (All, Low Income (Fund A), Former TANF (Fund C)), along with a 'FY' dropdown set to 2009-10. A 'GO' button is present. Below the filters, there is a section titled 'Allocation Information' with a table that has columns for 'Cost Function', 'CCIS', 'County', 'Funding Source', 'Service Allocation', 'Admin/Fam Sup Svcs Allocation', and 'Total Allocation'. A message below the table says 'Please Select an Office or Funding Source'. At the bottom, there are links for 'HISTORY', 'EDIT COST FUNCTION', and 'TRANSFERS'.

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4. Select an Office from the CCIS drop-down box.

Note: To view more than one CCIS, Click the CCIS drop-down box, hold the CTRL button on the keyboard, and select additional CCISs.

5. Select a funding source from the Source drop-down box.
6. Select a fiscal year from the FY drop-down box. Click Go

Note: The current year is the default year. To view other fiscal years, select the fiscal year from the FY drop-down box.

7. The Funding Allocation Summary page lists the Service and FSS allocation for the CCIS.

Funding Allocation Summary Select... Go

Fiscal Year	Agency
FY 2010-11	Commonwealth

CCIS: [Dropdown]
Source: All
FY: 2010-11
Go

Allocation Information

Cost Function	CCIS	County	Funding Source	Service Allocation	Admin/Fam Sup Svcs Allocation	Total Allocation
<input type="radio"/>			Low Income (Fund A)	\$1,310,207.00	\$181,156.00	\$1,491,363.00
<input type="radio"/>			Former TANF (Fund C)	\$360,000.00	\$53,678.00	\$413,678.00
<input type="radio"/>			TANF Training	\$51,000.00	\$19,688.88	\$70,688.88
<input type="radio"/>			TANF Work Support - Training	\$24,500.00	\$9,458.39	\$33,958.39
<input type="radio"/>			TANF Working	\$35,000.00	\$13,511.99	\$48,511.99
<input type="radio"/>			TANF Work Support - Working	\$3,500.00	\$1,351.20	\$4,851.20
<input type="radio"/>			TANF State MOE	\$17,000.00	\$6,562.96	\$23,562.96
<input type="radio"/>			Food Stamps	\$41,000.00	\$8,418.58	\$49,418.58
<input type="radio"/>			General Assistance/Work Support 2	\$500.00	\$0.00	\$500.00

1
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HISTORY EDIT COST FUNCTION TRANSFERS

8. To view the cost functions, Select the radio button by a funding source and click Edit Cost Functions.
9. The Cost Function Summary page is displayed.

FUNDS MANAGEMENT

Cost Function Summary Select. ... GO

Fiscal Year	Agency	CCIS	Funding Source
FY 2010-11	Commonwealth	Armstrong	TANF Training

General Information

Fund 1091210000
 Cost Center 2180101990
 General Ledger 6600400
 Internal Order G10361979701
 CFDA Number
 Line Item Number 16
 Amount \$20,089.06
 Available Balance \$20,089.06

Cost Function Parameters

Effective Month 07/01/2010
 End Month 09/30/2010
 Apply to all CCIS's No
 Discretionary Fund No

Cost Function Summary

Line Item	Internal Order	Fund	Cost Center	General Ledger	CFDA	Amount	Available Balance	Apply Start Date
16	G10361979701	1091210000	2180101990	6600400		\$20,089.06	\$20,089.06	07/01/2010
17	G11361979701	1091210000	2180101990	6600400		\$50,599.82	\$50,599.82	10/01/2010

[HISTORY](#) [RETURN TO SUMMARY](#)

- The Fund, Cost Center, General Ledger and Internal Order numbers are used by SAP.
- Federal funds will have a CFDA Number.
- The Line Item Number is used by SAP.
- The Amount is the total amount allocated to the SAP line.

Note: The amount allocated is for both Service and FSS

- The Available Balance is the amount available to be spent in the SAP line.

Note: The total allocation amount for the funding source is equal to the sum of the amounts of the SAP lines, as is available balance.

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[See Manual Section 109.11.3.6 – Questions – Manual Section 109.6.2.1– Allocations](#)

FUNDS MANAGEMENT

109.6.2.1.1 – Determining Federal Funds

CCISs may be asked by their auditor to determine the amount paid to the CCIS with Federal funds. Federal funds will have a CFDA number associated with them. To determine the Federal amounts:

1. Navigate to the CCIS Invoice Search page (Payments -- CCIS Invoices).
2. Select the desired CCIS and Fiscal Year.
3. Make sure to select the OCYF Authorized Invoices radio button.
4. Click Search.
5. Click on the hyperlink for the July invoice and click View CCIS Invoice Funding at the bottom of the page.
6. The amounts by CFDA number are on the bottom of the CCIS Invoice Funding page.
7. Repeat for all the invoices for the fiscal year.

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109.6.2.2 Available Funds

Available Funds are those funds not encumbered and thus available to provide service. To view Available Funds:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. Select Available Funds from the Sub-Navigation bar.

FUNDS MANAGEMENT

Funds Home

Description	Fiscal Year	CCIS	Funding Source	
Funding Associations	2009-10			GO
Funding Streams	2009-10			GO
Allocations	2009-10	Select an Office	Select a Funding Source	GO
Available Funds	2009-10	Select an Office	Select a Funding Source	GO
Waitlist		Select an Office	Select a Funding Source	GO
Pre-Enrollment	2009-10	Select an Office	Select a Funding Source	GO
Maximum Child Care Allowances		Select an Office		GO
Administration/Family Support Services Budgets	2009-10	Select an Office		GO
Rate Modification				GO
Keystone STARS Modification				GO

4. The Available Funds Summary page is displayed.

Available Funds Summary

As of Date	Fiscal Year
6/25/2010	FY 2010-11

Available Funds

CCIS: Select an Office | Source: Low Income (Fund A) | FY: 2010-11 | GO

CCIS	County	Funding Agency	Funding Source	Funding Program	Funding Type	Current Service Allocation	Available Funds
Please Select a CCIS							

5. Select an Office from the CCIS drop-down box.

6. Select a funding source from the Source drop-down box.

Note: If no source is selected, all Funding Sources will be displayed.

7. Select a fiscal year from the FY drop-down box. Click Go

Note: The current year is the default year. To view other fiscal years, select the fiscal year from the FY drop-down box.

FUNDS MANAGEMENT

Available Funds Summary							
As of Date				Fiscal Year			
6/25/2010				FY 2010-11			
Available Funds							
CCIS		Source		FY		GO	
[]		Low Income (Fund A)		2010-11		[]	
CCIS	County	Funding Agency	Funding Source	Funding Program	Funding Type	Current Service Allocation	Available Funds
CCIS of County		Commonwealth	Low Income (Fund A)	Low Income (Fund A) - Regular	Base	\$4,249,992.00	(\$319,584.89)
Page 1 of 1							
Total Base Available (\$319,584.89)							

Note: The Total Base Available amount displayed on the bottom of the page includes the overbooking amount. [See Section 109.6.2.3 – Overbooking Amounts.](#)

- Click the Base hyperlink to display the Available Funds Detail page.

Available Funds Detail				
CCIS	County	Funding Source	Funding Program	Fiscal Year
		Low Income (Fund A)	Low Income (Fund A) - Regular	FY 2010-11
Available Funds				
Current Service Allocation		\$4,249,992.00		
Overbooking Amount		\$0.00		
Deductions		\$0.00		
Anticipated Cost of Care		(\$4,289,654.88)		
Obligated Funds		(\$279,907.00)		
Keystone STARS Quality Add-On		(\$51,161.60)		
Payments		\$0.00		
Total Available Funds = (\$319,569.88)				
RETURN TO SUMMARY				

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[See Manual Section 109.11.3.7 – Questions – Manual Section 109.6.2.2– Available Funds](#)

109.6.2.2.1 Components of the Available Balance Detail Page

- Current Service Allocation** – Contracted Service funds, entered into PELICAN CCW by Headquarters.

FUNDS MANAGEMENT

Clicking the hyperlink navigates to the Funding Allocation Detail page.

Funding Allocation Detail Select... [GO](#)

Fiscal Year	Agency	Funding Source
FY 2009-10	Commonwealth	Low Income (Fund A)

Service Allocation Information

Office
County
Funding Source Low Income (Fund A)

Admin/Fam Sup Svcs	\$601,637.00
Payment YTD	
Service Allocation	\$4,343,139.00
Admin/Fam Sup Svcs	\$601,637.00
Allocation	
Admin/Fam Sup Svcs	\$74,333.73
Payment	

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- Overbooking Amount** – A dollar amount entered into PELICAN CCW by the CCIS Director allowing enrollment to exceed the Service allocation for a given fund.

Note: Overbooking is currently only entered for Low Income.

- Deductions** – A reduction in the funds owed to a provider because of the child support paid directly to the CCIS or because of CareCheck fees.
- Anticipated Cost of Care** – The cost of care for all children enrolled for any portion of the fiscal year. This amount utilizes all known information including schedule and care level changes. Clicking the hyperlink navigates to the Anticipated Cost of Care page.

FUNDS MANAGEMENT

Anticipated Cost of Care

CCIS	County	Funding Source	Funding Program	Fiscal Year
CCIS of	County	Low Income (Fund A)	Low Income (Fund A) - Regular	FY 2010-11

Anticipated Cost of Care

County Record Number: [GO](#)

County Record Number	Child Name	Individual Number	Care Level	Status	Status Effective Date	Anticipated Cost of Care	Co-Pay	Cost of Care Less Co-Pay
40208193	JONATHAN-TYLER RUNKLES	850185112	PRE	ELS	06/15/2010	\$5,852.00	\$780.00	\$5,072.00
40208414	KRISTYN KRUISE	250148804	OSA	ELS	06/15/2010	\$3,728.97	\$0.00	\$3,728.97
40208414	TORI HOUSE	440186490	PRE	ELS	06/15/2010	\$3,728.97	\$2,080.00	\$1,648.97
40208414	ZACKARY HOUSE	660159662	YSA	ELS	06/15/2010	\$3,728.97	\$0.00	\$3,728.97
40250975	MARCUS MCCrackEN	600153469	YSA	ELS	06/15/2010	\$4,539.90	\$0.00	\$4,539.90
40254656	JADEN TESCH	770184734	PRE	ELS	06/15/2010	\$4,500.00	\$0.00	\$4,500.00
40254656	HAILEY TESCH	900212724	YOT	ELS	06/15/2010	\$4,686.73	\$260.00	\$4,426.73
40203252	MOLLY MOORE	220185031	YSA	ELS	06/16/2010	\$5,415.94	\$0.00	\$5,415.94
40193644	AUTUMN WOODS	780185530	PRE	ELS	06/17/2010	\$5,842.50	\$1,040.00	\$4,802.50
40205370	PARIS DELUIGI	760167991	YSA	ELS	06/17/2010	\$7,438.50	\$0.00	\$7,438.50
40254665	ELLIS PRUMIZT	700374918	INF	ELS	06/17/2010	\$7,305.00	\$520.00	\$6,785.00
40198833	NEKO DOVIDIO	960175870	YSA	ELS	06/21/2010	\$3,832.20	\$0.00	\$3,832.20
40255660	NATHAN RICE	560202288	PRE	ELS	06/21/2010	\$4,533.75	\$260.00	\$4,273.75
40207105	EDWARD JOHNSTON	560176566	YSA	ELS	06/28/2010	\$6,203.49	\$0.00	\$6,203.49
40255213	AIDEN TRANQUILL	160185961	PRE	ELS	06/29/2010	\$8,091.00	\$260.00	\$7,831.00
40253496	MIA FUNARI	810162442	YSA	ELS	08/31/2010	\$3,956.15	\$1,462.50	\$2,493.65

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Total Anticipated Cost of Care = \$76,721.57

5. **Obligated Funds** - The cost of care for children who have a status of Pre-Enrolled, Authorized and Suspended. These children have pending enrollments. Clicking the hyperlink navigates to the Obligated Funds Summary page.

Obligated Funds Summary

CCIS	County	Funding Source	Funding Program	Fiscal Year
CCIS of Beaver County	Beaver	Low Income (Fund A)	Low Income (Fund A) - Regular	FY 2010-11

Obligated Funds

County Record Number: [GO](#)

County Record Number	Child Name	Individual Number	Care Level	Status	Status Effective Date	Anticipated Cost of Care	Co-Pay	Cost of Care Less Co-Pay
40193553	FLOYD SAYERS	460142269	OSA	SUS	06/14/2010	\$6,217.44	\$0.00	\$6,217.44
40193553	DEVIN SAYERS	760151569	YSA	SUS	06/14/2010	\$6,217.44	\$0.00	\$6,217.44
40202538	SOPHIA KLINE	350186292	PRE	SUS	06/14/2010	\$7,620.00	\$0.00	\$7,620.00
40202538	LILLY TAYLOR	420244770	INF	SUS	06/14/2010	\$7,895.76	\$2,600.00	\$5,295.76
40206042	AALIYAH BUDRICK	530245845	YOT	SUS	06/14/2010	\$7,259.80	\$260.00	\$6,999.80
40190239	KAYDEN JOB	720173265	PRE	SUS	06/15/2010	\$5,373.52	\$260.00	\$5,113.52
40199721	MARIYAH GOBRICH	410339819	PRE	SUS	06/15/2010	\$5,810.20	\$520.00	\$5,290.20
40204655	ALEXIS DYE	830153755	YSA	SUS	06/18/2010	\$2,817.80	\$0.00	\$2,817.80
40206140	AUSTIN TILL	550143084	OSA	SUS	06/18/2010	\$5,205.60	\$0.00	\$5,205.60
40206140	MORGAN TILL	840160806	YSA	SUS	06/18/2010	\$5,456.52	\$260.00	\$5,196.52
40253755	KAMBRIA FOST	40178322	PRE	SUS	06/19/2010	\$4,612.20	\$260.00	\$4,352.20
40251388	HEZEKIAH FINNEY	380242489	YOT	SUS	06/21/2010	\$3,733.91	\$260.00	\$3,473.91
40206133	ANALARAYE HAPP	480138204	OSA	SUS	06/24/2010	\$681.08	\$0.00	\$681.08
40206133	LOGAN HAZENSTAB	580178365	PRE	SUS	06/24/2010	\$3,301.45	\$0.00	\$3,301.45
40206133	DOMINICK YERBY	820185907	PRE	SUS	06/24/2010	\$3,807.18	\$2,080.00	\$1,727.18

PREVIOUS Page 3 of 3 [GO](#)

Total Obligated Funds = \$69,505.90

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6. **Keystone STARS Quality Add-On** –Per diem rate added to a provider’s Subsidy Payment Rate for all subsidy enrollments. This amount is also added for non-traditional enrollments.

7. **Payments** – Payments made to providers through the Childcare Automated Management Information System (CAMIS) This was only used the year a CCIS went live in PELICAN CCW.

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[See Manual Section 109.11.3.8 – Questions – Manual Section 109.6.2.2.1– Components of the Available Funds Detail Page](#)

109.6.2.2.2 Formulas

The formulas below are used for calculating purposes:

1. **True Available Funds** = Current Service Allocation + Deductions + Overbooking - Anticipated Cost of Care - Obligated Funds – Payments

2. **Amount Encumbered** = Anticipated Cost of Care + Obligated Funds + Payments - Deductions

3. **Percent Encumbered** = Amount Encumbered/Current Service Allocation

109.6.2.3 Overbooking Amounts

Overbooking is entered in PELICAN CCW by the CCIS Director to allow enrollments to exceed the Service allocation for a given fund. Overbooking is currently only entered for Low Income because this is the only fund that has a Waiting List.

PELICAN CCW uses all known information when calculating the encumbrance for a child. Care level changes and school-age changes from full-time to part-time or part-time to full-time are factored into PELICAN CCW, making the encumbrance calculations very accurate. [See Manual Section 109.6.2 – Encumbrances](#) This reduces the amount needed for overencumbering since there is no need to compensate for those

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factors. PELICAN CCW cannot, however, account for children called off the Waiting List ([See Manual Section 109.6.3 – Waiting List](#)) whose families do not respond or for children who are suspended from care. These situations still require the CCIS to overencumber in the beginning of a fiscal year in order to spend the entire Service allocation.

The maximum amount a CCIS can enter for overbooking is 20% of their Low Income Service allocation. Once the encumbered funds reach the Service allocation plus the overbooking amount, new enrollments will be diverted to the Waiting List. Once one child is placed on the Waiting List, all new enrollments are diverted to the Waiting List until the list is cleared.

The CCIS Director must manage overbooking levels throughout the year and the number should be reduced as the fiscal year progresses.

To set up or modify the overbooking amount:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. Select Allocations from the Sub-Navigation bar to view the Funding Allocation Summary page.

Fiscal Year	Agency
FY 2009-10	Commonwealth

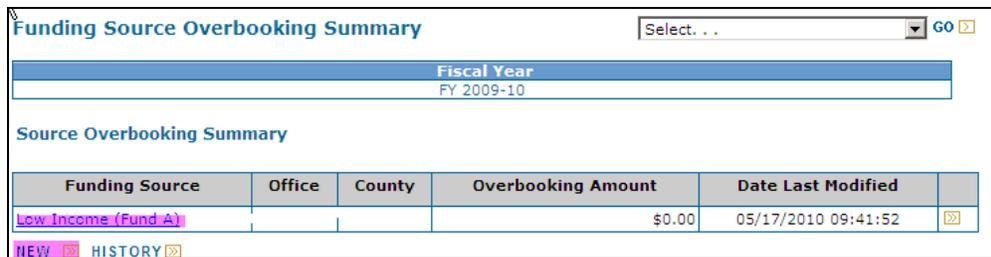
All HQ Adams	Source	All Low Income (Fund A) Former TANF (Fund C)	FY	2009-10
--------------------	--------	--	----	---------

Cost Function	CCIS	County	Funding Source	Service Allocation	Admin/Fam Sup Svcs Allocation	Total Allocation
Please Select an Office or Funding Source						

HISTORY EDIT COST FUNCTION TRANSFERS

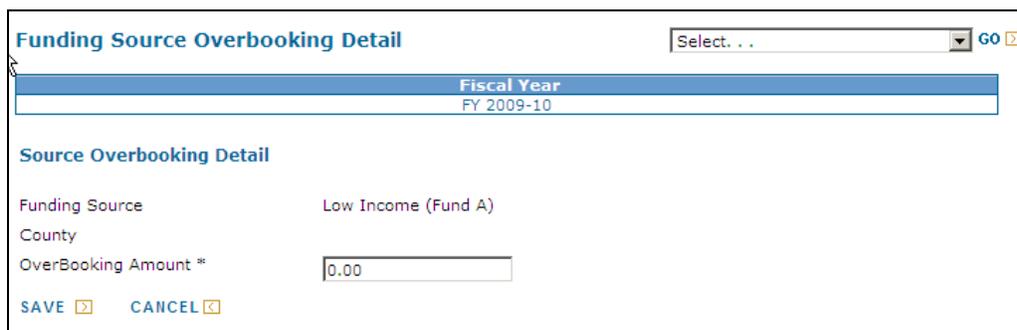
4. Click the Select drop-down box and select Overbooking Summary from the list and click Go to view the Funding Source Overbooking Summary page.

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The screenshot shows the 'Funding Source Overbooking Summary' page. At the top, there is a dropdown menu with 'Select...' and a 'GO' button. Below this is a 'Fiscal Year' section with 'FY 2009-10' displayed. The main content is a table titled 'Source Overbooking Summary'. The table has five columns: 'Funding Source', 'Office', 'County', 'Overbooking Amount', and 'Date Last Modified'. One row is visible with 'Low Income (Fund A)' in the 'Funding Source' column, an empty 'Office' and 'County' column, '\$0.00' in the 'Overbooking Amount' column, and '05/17/2010 09:41:52' in the 'Date Last Modified' column. At the bottom left of the table, there are 'NEW' and 'HISTORY' buttons.

5. Click New to create an overbooking amount or click the Funding Source hyperlink of the funding source to update. The Funding Source Overbooking Detail page displays.



The screenshot shows the 'Funding Source Overbooking Detail' page. It has a similar header with a dropdown menu and 'GO' button, and a 'Fiscal Year' section with 'FY 2009-10'. The main content is a form titled 'Source Overbooking Detail'. It includes labels for 'Funding Source' (with 'Low Income (Fund A)' as the value), 'County', and 'OverBooking Amount *' (with a text input field containing '0.00'). At the bottom, there are 'SAVE' and 'CANCEL' buttons.

6. Enter a new dollar amount or update the existing amount in the Overbooking Amount box and click Save.

Note: If the overbooking amount is lowered, no new enrollments can be created until the encumbrance drops below the Service allocation and overbooking amount.

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[See Manual Section 109.11.3.9 – Questions – Manual Section 109.6.2.3 – Overbooking Amounts](#)

109.6.3 Waiting List

The Waiting List is a list that displays children, who are eligible for Low Income subsidized care but who are waiting to receive service due to insufficient funding. Children are placed on the Waiting List based on the date and time the application is received.

The Waiting List should be reviewed after reviewing Available Funds, Overbooking Amount and Obligated Funds. [See Manual Section 109.6.2 – Encumbrances](#). Look at the following based on the circumstances:

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- If the CCIS has a Waiting List:
 - Verify that there are no funds available
 - Determine if overbooking is appropriate based on the time of the fiscal year and the guidelines provided by HQ.
 - Review Obligated Funds to identify any enrollments that have been suspended for more than 90 days or 30 days, based on policy. These enrollments can be eliminated, cleaning out the Obligated Funds.

- If the CCIS does not have a Waiting List:
 - Determine if overbooking is appropriate based on the time of the fiscal year and the guidelines provided by HQ.
 - Review Obligated Funds to determine if enrollments can be ‘cleaned out’.
 - Recommend a possible funding adjustment to HQ (i.e. joinder requests to move funds from one CCIS for use by a CCIS with a Waiting List or move underutilized FSS to Service).

To view the CCIS Waiting List:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. From the Funds Home page, select a CCIS from the Office drop-down box. Select Low Income (Fund A) from the Funding Source drop-down box.

Funds Home			
Description	Fiscal Year	CCIS	Funding Source
Funding Associations	2009-10		
Funding Streams	2009-10		
Allocations	2009-10	Select an Office	Select a Funding Source
Available Funds	2009-10	Select an Office	Select a Funding Source
Waitlist		Select an Office	Select a Funding Source
Pre-Enrollment	2009-10	Select an Office	Select a Funding Source
Maximum Child Care Allowances		Select an Office	
Administration/Family Support Services Budgets	2009-10	Select an Office	
Rate Modification			
Keystone STARS			

FUNDS MANAGEMENT

Note: Low Income is the only funding source with a Waiting List.

- The Waitlist page is displayed. If the county is a joinder, select the appropriate county in the County drop-down box and click Go.

Waitlist

As of Date	Available Funds	Overbooking Amount
7/12/2010	\$0.00	\$0.00

Waitlist Management Information

CCIS: County: Source: CoRec:

Co/Record Number	Child Name	Individual Number	Provider ID	CCIS	Anticipated Cost of Care Less Co-pay	Funding Program	Eligibility Date
<input type="checkbox"/> 300077631	KAYLIE M. RAHL	700378337	4113323701-1		\$4,010.14	Low Income (Fund A) - Regular	05/07/2010 15:03:00
<input type="checkbox"/> 300054943	HAYLEIGH M. JORDAN	610160413	7111959665-1		\$7,416.80	Low Income (Fund A) - Regular	05/10/2010 11:36:00
<input type="checkbox"/> 300077691	JOEY L. BROWN	430175913	7111959665-1		\$3,224.79	Low Income (Fund A) - Regular	05/11/2010 09:19:00
<input type="checkbox"/> 300077691	GRACE M. BROWN	100167334	7111959665-1		\$6,402.92	Low Income (Fund A) - Regular	05/11/2010 09:19:00
<input type="checkbox"/> 300077691	KATELYN M. BROWN	130154969	7111959665-1		\$3,138.09	Low Income (Fund A) - Regular	05/11/2010 09:19:00
<input type="checkbox"/> 300077691	ALESHA G. BROWN	240145258	7111959665-1		\$6,402.92	Low Income (Fund A) - Regular	05/11/2010 09:19:00
<input type="checkbox"/> 300058173	KATELYNN B. MESSINA	150176412	7111959665-1		\$5,927.60	Low Income (Fund A) - Regular	05/21/2010 14:52:00
<input type="checkbox"/> 300060993	PEARL L. MARTIN	150221299	2111214442-1		\$9,042.96	Low Income (Fund A) - Regular	06/24/2010 13:50:00
<input type="checkbox"/> 300060993	ROBERT V. MARTIN	550214485	2111214442-1		\$7,995.00	Low Income (Fund A) - Regular	06/24/2010 13:50:00
<input type="checkbox"/> 300060993	BLAINE C. MARTIN	200171720	2111214442-1		\$6,263.28	Low Income (Fund A) - Regular	06/24/2010 13:50:00
<input type="checkbox"/> 300077891	SOPHIA M. MOORE	700169289	1111230540-1		\$6,234.93	Low Income (Fund A) - Regular	06/25/2010 15:11:00

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Note: If the county/record number is known, a specific child can be searched by entering the county/record number in the Co/Rec: box and click Go.

- The cost of care on each page of the Waiting List can be calculated by selecting the checkbox next to the enrollment and clicking the Calculate Cost button on the bottom of the page.
- The CCIS Director can authorize a child by selecting the checkbox next to the child and clicking Authorize. This deletes the child's enrollment from the Waiting List.
- The CCIS Director can remove or delete a child by selecting the checkbox next to the child and clicking Remove. This deletes the child's enrollment from the Waiting List.

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[See Manual Section 109.11.3.10 – Questions – Manual Section 109.6.3 – Waiting List](#)

109.7 FSS BUDGET MAINTENANCE AND MONITORING

The information in this section provides direction on how to set up and maintain FSS budgets for Low Income, Former TANF and TANF.

109.7.1 FSS Budget Set-Up

A CCIS is responsible for setting up an FSS budget for Low Income, Former TANF and TANF in PELICAN CCW. To set up an FSS budget:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. Select Admin/Fam Sup Svcs Budgets from the Funds Sub-Navigation bar.
4. Select the Office and Fiscal Year and click Go.

The screenshot displays the PELICAN Child Care Works interface. At the top, the logo for Pennsylvania PELICAN Child Care Works is visible, along with the tagline "Pennsylvania's Enterprise to Link Information for Children Across Networks". Navigation links include "Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration". A secondary navigation bar shows "Funds Home | Funding Streams | Allocations | Available Funds | MCCA | Admin/Fam Sup Svcs Budgets". The main heading is "Administration/Family Support Services Budget Summary". Below this is a table with two columns: "Fiscal Year" and "Agency". The table contains one row with "FY 2009-10" and "Commonwealth". Underneath the table is the section "Administration/Family Support Services Allocation Information". At the bottom, there is a form with a dropdown menu for "Office" (set to "All"), a dropdown for "FY" (set to "2009-10"), and a "GO" button.

Fiscal Year	Agency
FY 2009-10	Commonwealth

Administration/Family Support Services Allocation Information

Office:
All

FY: GO

5. Click the Funding Source hyperlink of the administrative budget to add.

FUNDS MANAGEMENT

Administration/Family Support Services Budget Summary

Fiscal Year	Agency
FY 2009-10	Commonwealth

Administration/Family Support Services Allocation Information

Office All FY

CCIS	County	Funding Source	Admin/Fam Sup Svcs Allocation	Expenditures YTD
		Low Income - Fund A	\$0.00	\$0.00
		Former TANF - Fund C	\$0.00	\$0.00
		TANF	\$0.00	\$0.00
		General Assistance/Work Support 2	\$0.00	\$0.00

- Click New to create an administrative/family support budget.

Administration/Family Support Services

Budget Detail

Fiscal Year	Funding Source	County	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A		\$0.00	\$0.00

Budget Information Detail for

Administration/Family Support Services Budget				
Budget Category	Budget Amount	Expenditures YTD	Last Updated Date	
Totals YTD		\$0.00	\$0.00	

[NEW](#) [EXPENDITURES](#) [TRANSFERS](#) [HISTORY](#) [RETURN TO SUMMARY](#)

- Click the Budget Category drop-down box and select a category from the list.

 *Pennsylvania's Enterprise to Link Information for Children Across Networks* [Help](#) | [Logout](#)

[Home](#) | [R&R](#) | [Provider](#) | [Case](#) | [Payments](#) | [Reports](#) | [Correspondence](#) | [Administration](#)

[Funds Home](#) | [Funding Streams](#) | [Allocations](#) | [Available Funds](#) | [MCCA](#) | [Admin/Fam Sup Svcs Budgets](#)

Administration/Family Support Services

Budget New

Fiscal Year	Funding Source	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A	\$0.00	\$0.00

Funding Source Information for

Budget Category

Budget Amount

- Enter the amount for that category in the Budget Amount field.

Note: Agencies can charge a de minimis indirect rate of 10% of the modified total direct costs. The modified total direct cost is Family Support Service (FSS) budget excluding equipment. If the agency has a current document showing a different federally negotiated indirect cost rate for indirect, this rate must be used and a copy of

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the document must be included with the budget. Any agency that requests more than the de minimis indirect rate must provide justification for the indirect amount and get approval from OCDEL.

Note: Up to 1% of the Service budget may be allocated to Uncollected Overpayments on the FSS budget.

9. Click Save.

Note: The above process will be used when a CCIS has to set up a new budget line anytime during the fiscal year.

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[See Manual Section 109.11.3.11 – Questions – Manual Section 109.7.1 – FSS Budget Set-Up](#)

109.7.2 FSS Budget Updates

A CCIS is responsible for updating the FSS Budgets with the monthly expenses. Expenditures must be reported in PELICAN CCW by the 20th of the month following the reporting month. For example, May's expenditures are due by June 20th. To update an FSS budget:

1. Follow Steps 1-4 from above section. [See Manual Section 109.7.1 – FSS Budget Set-Up.](#)
2. Click the Funding Source hyperlink of the administrative budget to update.

Administration/Family Support Services Budget Summary

Fiscal Year	Agency
FY 2009-10	Commonwealth

Administration/Family Support Services Allocation Information

Office FY

CCIS	County	Funding Source	Admin/Fam Sup Svcs Allocation	Expenditures YTD
		Low Income - Fund A	\$0.00	\$0.00
		Former TANF - Fund C	\$0.00	\$0.00
		TANF	\$0.00	\$0.00
		General Assistance/Work Support 2	\$0.00	\$0.00

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3. Click Expenditures to add monthly amounts.

Administration/Family Support Services Select... **GO**

Budget Detail

Fiscal Year	Funding Source	County	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A	.	\$0.00	\$0.00

Budget Information Detail for

Administration/Family Support Services Budget			
Budget Category	Budget Amount	Expenditures YTD	Last Updated Date
Totals YTD	\$0.00	\$0.00	

[NEW](#)
[EXPENDITURES](#)
[TRANSFERS](#)
[HISTORY](#)
[RETURN TO SUMMARY](#)

4. Click the month drop-down box and select the appropriate month.

5. Click Go.

6. Enter the amount for each category.

Administration/Family Support Services Select... **GO**

Budget Expenditures

Fiscal Year	Funding Source	County	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A	.	\$181,156.00	\$0.00

Administration/Family Support Services Budget Expenditures for Armstrong June **GO**

Budget Category	Budget Amount	Available Funds	Monthly Expenditures
Personnel			
Salaries	\$97,333.00	\$93,714.20	0
Benefits	\$58,836.00	\$56,687.57	0
Occupancy	\$8,852.00	\$8,655.01	0
Communications			
Telephone	\$2,800.00	\$2,636.58	0
Advertising	\$15.00	\$15.00	0
Printing	\$400.00	\$379.66	0
Postage	\$1,500.00	\$1,500.00	0
Supplies	\$4,000.00	\$3,914.61	0
Equipment	\$500.00	\$500.00	0
Travel	\$500.00	\$500.00	0
Training	\$200.00	\$200.00	0
Audit	\$3,570.00	\$3,570.00	0
Other			
Insurance	\$2,600.00	\$2,600.00	0
Memberships	\$50.00	\$50.00	0

[SAVE](#)
[CANCEL](#)

7. Click Save.

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Note: 1/12th expenditures should be entered for only those costs that do not occur monthly and for contracted annual services (e.g. audit, insurance, maintenance/cleaning contracts).

Note: Do not enter FSS expenditures into PELICAN CCW before the reporting month ends (i.e. the earliest September's FSS expenditures should be entered is October 1st).

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[See Manual Section 109.11.3.12 – Questions – Manual Section 109.7.2 – FSS Budget Updates](#)

109.7.3 FSS Budget Modification

The CCIS is responsible for modifying the FSS budgets if/when money is transferred between budget categories. For example, if money is moved from Telephone to Postage. To modify an FSS budget:

1. Follow Steps 1-4 from above section. [See Manual Section 109.7.1 – FSS Budget Set-Up.](#)
2. Click the Funding Source hyperlink of the administrative budget to modify.

Administration/Family Support Services Budget Summary

Fiscal Year	Agency
FY 2009-10	Commonwealth

Administration/Family Support Services Allocation Information

Office All GO

CCIS	County	Funding Source	Admin/Fam Sup Svcs Allocation	Expenditures YTD
		Low Income - Fund A	\$0.00	\$0.00
		Former TANF - Fund C	\$0.00	\$0.00
		TANF	\$0.00	\$0.00
		General Assistance/Work Support 2	\$0.00	\$0.00

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- Click Transfers.

Administration/Family Support Services

Budget Detail

Fiscal Year	Funding Source	County	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A		\$0.00	\$0.00

Budget Information Detail for

Administration/Family Support Services Budget			
Budget Category	Budget Amount	Expenditures YTD	Last Updated Date
Totals YTD	\$0.00	\$0.00	

[NEW](#) [EXPENDITURES](#) [TRANSFERS](#) [HISTORY](#) [RETURN TO SUMMARY](#)

- Enter the amount to be transferred.
- Click the Transferred From Budget Category drop-down box and select the category from which to transfer dollars.
- Click the Transferred To Budget Category drop-down box and select the category to which to transfer dollars.
- Click Save.

Administration/Family Support Services

Budget Transfers

Fiscal Year	Funding Source	Allocation Amount	Unallocated Funds
FY 2009-10	Low Income - Fund A	\$181,156.00	\$0.00

****Administration/Family Support Services Budget Transfer for**

Amount

Transfer From
Budget Category

Transfer To
Budget Category

NOTE: The budget amount reported in each FSS budget category should reflect the amount of the grant or the most recent budget revision.
[See Manual 108 – Budget Revisions.](#)

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[See Manual Section 109.11.3.13 – Questions – Manual Section 109.7.3 – FSS Budget Modifications](#)

FUNDS MANAGEMENT

109.8 FSS EXPENDITURE RECONCILIATION AND LOCK

PELICAN CCW determines FSS payment amounts on the CCIS invoice by incorporating reconciliations of the base payments to actual FSS expenditures.

[See Manual 110 – CCIS Invoices/Payments](#)

- The CCIS will receive the base payment amount determined by HQ as FSS dollars for the first three months of Fiscal Year (July-September).
- For the rest of the 9 months, the CCIS will receive the base payment amount plus any reconciliation based on actual dollars reported from three months prior. For e.g., on September 24th, the invoice generated for October, will have the base payment amount plus the reconciliation amount based on July actual dollars.
- The FSS expenditure screen is locked after each fiscal quarter. For example, on or around November 24th, the invoice generated for December will have the base payment amount plus the reconciliation amount based on July, August, and September actual expenditures. At this point, the FSS screens will be locked for the months of July, August, and September (First quarter). This process of locking down the administrative screens will be the same for all four quarters as mentioned above for quarter one.
- The date of the FSS lock is the same date as the CCIS invoice generation date. For example, if CCIS invoices are generated on February 19, the FSS screens will be locked on February 19 for October, November and December FSS expenditures.
- The FSS payments issued to the CCIS cannot exceed the allocation amount.

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[See Manual Section 109.11.3.14 – Questions – Manual Section 109.8 – FSS Expenditure Reconciliation and Lock](#)

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109.8.1 FSS Expenditures Lock Schedule

Service Month	FSS Expenditure Lock Month:
July	November
August	November
September	November
October	February
November	February
December	February
January	May
February	May
March	May
April	August
May	August
June	August

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[See Manual Section 109.11.3.15 – Questions – Manual Section 109.8.1 – FSS Expenditure Lock Schedule](#)

109.8.2 Changing Prior Month Expenditures

- Prior month expenditures can be changed when necessary until the expenditure lock.
- If the prior month expenditure was misreported or needs to be changed after the expenditure lock, the CCIS should carryover the difference to the next reporting month.

Example: The CCIS entered \$100 in July for telephone expenditures. On January 15th, the CCIS learned the actual July telephone bill was \$80. Instead of updating July's amount, the CCIS should reduce December's telephone expenditure by \$20.

Recommended method to report prior month changes:

Month	July	December
Telephone	\$100	Expenditure less \$20

- If needed, the FSS expenditures can be a negative amount.

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- The Family Support Service Expenditures in PELICAN CCW do not need to match the general ledger on a monthly basis.

Note: August 24 is the final lock for the fiscal year. All expenses must be entered prior to this date. Any expenses not entered by this date will have to be entered in July of the new fiscal year.

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[See Manual Section 109.11.3.16 – Questions – Manual Section 109.8.2 – Changing Prior Month Expenditure](#)

109.9 SHIFTING FUNDS BETWEEN SERVICE AND FSS

Funds may be shifted from FSS to Service with prior HQ approval. HQ may direct a CCIS to shift funds from Service to FSS. [See Manual 108 – Budget Revisions, Manual Section 108.7 – CCIS-Initiated Budget Revisions](#)

To determine if Administrative funds are available to shift and to shift funds between FSS and Service, follow these steps:

1. Select Administration from the Main Navigation bar.
2. Select Funds from the Sub-Navigation bar.
3. Select Allocations from the Sub-Navigation bar to view the Funding Allocation Summary page.

The screenshot displays the 'Funding Allocation Summary' page. At the top, there are navigation links for 'Home | R&R | Provider | Case | Payments | Reports | Correspondence | Administration'. Below this, a sub-navigation bar includes 'Funds Home | Funding Streams | Allocations | Available Funds | MCCA | Admin/Fam Sup Svcs Budgets'. The main content area features a 'Funding Allocation Summary' section with a 'Select...' dropdown and a 'GO' button. Below this, there are two tables for filtering: one for 'Fiscal Year' (FY 2009-10) and 'Agency' (Commonwealth), and another for 'CCIS' (Adams) and 'Source' (Former TANF (Fund C)). A 'Source' dropdown is also present with options for 'All', 'Low Income (Fund A)', and 'Former TANF (Fund C)'. The 'FY' is set to '2009-10'. Below the filters is an 'Allocation Information' table with the following columns: Cost Function, CCIS, County, Funding Source, Service Allocation, Admin/Fam Sup Svcs Allocation, and Total Allocation. A message below the table reads 'Please Select an Office or Funding Source'. At the bottom, there are three links: 'HISTORY', 'EDIT COST FUNCTION', and 'TRANSFERS'.

4. Select an Office from the CCIS drop-down box.

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Note: To view more than one CCIS, Click the CCIS drop-down box, hold the CTRL button on the keyboard, and select additional CCISs.

5. Select a funding source from the Source drop-down box.
6. Select a fiscal year from the FY drop-down box. Click Go
7. The current year is the default year. To view other fiscal years, select the fiscal year from the FY drop-down box.
8. The Funding Allocation Summary page lists the Service and FSS allocation for the CCIS.

Funding Allocation Summary Select... GO

Fiscal Year	Agency
FY 2009-10	Commonwealth

CCIS: All HQ Adams Source: All Low Income (Fund A) Former TANF (Fund C) FY: 2009-10 GO

Allocation Information

Cost Function	CCIS	County	Funding Source	Service Allocation	Admin/Fam Sup Svcs Allocation	Total Allocation	
C			Low Income (Fund A)	\$4,343,139.00	\$601,637.00	\$4,944,776.00	X
C			Former TANF (Fund C)	\$2,194,768.00	\$211,232.00	\$2,406,000.00	X
C			TANF Training	\$630,000.00	\$56,976.58	\$686,976.58	X
C			TANF Work Support - Training	\$100,000.00	\$11,675.53	\$111,675.53	X
C			TANF Working	\$413,000.00	\$42,779.13	\$455,779.13	X
C			TANF Work Support - Working	\$44,000.00	\$4,670.21	\$48,670.21	X
C			TANF State MOE	\$201,000.00	\$14,104.04	\$215,104.04	X
C			Food Stamps	\$325,368.00	\$29,643.51	\$355,011.51	X
C			General Assistance/Work Support 2	\$40,000.00	\$0.00	\$40,000.00	X

1
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HISTORY [X](#) EDIT COST FUNCTION [X](#) TRANSFERS [X](#)

9. Click the hyperlink of the Funding Source where funds are to be shifted. The Funding Allocation Detail page is displayed.

Funding Allocation Detail Select... GO

Fiscal Year	Agency	Funding Source
FY 2009-10	Commonwealth	Low Income (Fund A)

Service Allocation Information

Office

County

Funding Source: Low Income (Fund A)

Admin/Fam Sup Svcs: \$1,696,674.33

Payment YTD

Service Allocation: \$8,529,287.00

Admin/Fam Sup Svcs Allocation *: 1700809

Admin/Fam Sup Svcs Payment *: 189273.46

CANCEL [X](#) APPROVE [X](#) HISTORY [X](#)

10. To determine the funds available to be shifted from FSS to Service subtract the FSS Payment year to date from the FSS allocation. [Example: \$1,700,809 (FSS

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allocation is highlighted in blue) = \$1,696,674.33 (FSS payment YTD is highlighted in pink) = \$4,134.67. There is \$4,134.67 available to shift from FSS to Service in Low Income.]

Note: Funds can only be shifted within a Funding Source.

11. Submit a budget revision detailing the shift. [See Manual 108 – Budget Revisions, Manual Section 108.7 – CCIS-Initiated Budget Revisions](#)
12. HQ will approve the budget revision and shift the funds once the signed revision is received.

Note: Low Income and Former TANF shifts can be accomplished with the above steps. TANF shifts must use the process detailed in [Manual Section 109.9.1 – Shifting Funds in TANF](#).

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[See Manual Section 109.11.3.17 – Questions – Manual Section 109.9 – Shifting Funds Between Service and FSS](#)

109.9.1 Shifting Funds in TANF

Low Income and Former TANF each have their own budget revision; however, the TANF budget revision encompasses seven funding sources. These funding sources are TANF Training, TANF Work Support (WS)-Training, TANF Working, TANF Work Support (WS)-Working, State Maintenance of Effort (MOE), Food Stamps and General Assistance/Work Support 2 (GA/WS2). Therefore, each of the TANF funding sources must be examined before the amount available to be shifted from FSS to Service can be determined.

Note: GA/WS2 does not need to be examined because it does not contain any FSS dollars.

Follow these steps to have TANF funds shifted between FSS and Service:

1. [See Manual Section 109.9 – Shifting Funds Between Service and FSS](#) and follow Steps 1-9.
2. Click the hyperlink for TANF Training. Determine the funds in TANF Training FSS available to be shifted to Service. **Example:** \$156,961.17 - \$154,733.95 = \$2,227.22 available in TANF Training FSS to shift to Service.

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Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	TANF Training
Admin/Fam Sup Svcs	\$154,733.95
Payment YTD	
Service Allocation	\$3,388,500.00
Admin/Fam Sup Svcs Allocation *	156961.17
Admin/Fam Sup Svcs Payment *	10929.06
CANCEL APPROVE HISTORY	

- Repeat Step 2 for all the other TANF funding sources (TANF WS-Training, TANF Working, TANF WS-Working, State MOE and Food Stamps).

Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	TANF Work Support - Training
Admin/Fam Sup Svcs	\$7,149.84
Payment YTD	
Service Allocation	\$182,000.00
Admin/Fam Sup Svcs Allocation *	8393.39
Admin/Fam Sup Svcs Payment *	532.93
CANCEL APPROVE HISTORY	

Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	TANF Working
Admin/Fam Sup Svcs	\$54,577.96
Payment YTD	
Service Allocation	\$1,181,836.00
Admin/Fam Sup Svcs Allocation *	64193.88
Admin/Fam Sup Svcs Payment *	6499.88
CANCEL APPROVE HISTORY	

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Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	TANF Work Support - Working
Admin/Fam Sup Svcs	\$3,886.91
Payment YTD	
Service Allocation	\$58,503.00
Admin/Fam Sup Svcs	5388.35
Allocation *	
Admin/Fam Sup Svcs	648.92
Payment *	
<input type="button" value="CANCEL"/> <input type="button" value="APPROVE"/> <input type="button" value="HISTORY"/>	

Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	TANF State MOE
Admin/Fam Sup Svcs	\$23,781.27
Payment YTD	
Service Allocation	\$449,000.00
Admin/Fam Sup Svcs	23781.27
Allocation *	
Admin/Fam Sup Svcs	4507.85
Payment *	
<input type="button" value="CANCEL"/> <input type="button" value="APPROVE"/> <input type="button" value="HISTORY"/>	

Funding Allocation Detail	
Fiscal Year	Agency
FY 2009-10	Commonwealth
Service Allocation Information	
Office	
County	
Funding Source	Food Stamps
Admin/Fam Sup Svcs	\$23,615.59
Payment YTD	
Service Allocation	\$474,000.00
Admin/Fam Sup Svcs	24558.43
Allocation *	
Admin/Fam Sup Svcs	2744.98
Payment *	
<input type="button" value="CANCEL"/> <input type="button" value="APPROVE"/> <input type="button" value="HISTORY"/>	

Example: TANF WS-Training FSS available to shift: \$8,393.39 - \$7,149.84 = \$1,243.55; TANF Working FSS available to shift: \$ 64,193.88 - \$ 54,577.96 = \$9,615.92; TANF WS-Working FSS available to shift: \$ 5,388.35 - \$ 3,886.91 = \$1501.44; State MOE FSS available to shift: \$23,781.27 - \$23,781.27 = \$0; Food Stamps FSS available to shift: \$24,558.43 - \$23,615.59 = \$ 942.84.

- Add all the TANF FSS available balances to determine the total FSS amount that is available to be shifted from FSS to Service. **Example:** \$2,227.22 (Training) + \$1,243.55 (WS-Training) + \$9,615.92 (Working) + \$1501.44 (WS-Working) + \$0 (State MOE) + \$ 942.84 (Food Stamps) = \$15,530.97 Total TANF FSS available to be shifted from FSS to Service.
- Submit a budget revision detailing the shift. [See Manual 108 – Budget Revisions, Manual Section 108.7 – CCIS-Initiated Budget Revisions](#)
- HQ will approve the budget revisions and shift the funds.

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[See Manual Section 109.11.3.18 – Questions – Manual Section 109.9.1 –
Shifting Funds in TANF](#)

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109.10 UPDATED INFORMATION & ADDITIONAL RESOURCES

This section contains a listing of updated information distributed following issuance of this manual section via Announcements, Updates and Communiqués, as well as additional resources available to the CCIS.

109.10.1 Announcements

DATE ISSUED	ANNOUNCEMENT NUMBER	TITLE

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109.10.2 Updates

DATE ISSUED	UPDATE NUMBER	TITLE

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109.10.3 Communiqués

DATE ISSUED	COMMUNIQUE NUMBER	TITLE

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109.10.4 Additional Resources

DATE ISSUED	REFERENCE NUMBER	TITLE

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109.11 TRAINING GUIDE

This section contains information pertinent to training the Funds Management Section. The following subsections contain the goals and objectives of the manual section, as well as helpful question and answer checkpoints.

109.11.1 Goals

The information in this section contains the goals with regard to understanding Funds Management.

The following are the goals of this manual section:

1. To monitor and maintain the Service allocation by setting up and maintaining set-asides and overbookings; by monitoring encumbrances; and monitoring the Waiting List.
2. To correctly set up, update and monitor the FSS budgets.

[Return to Manual Section 109.3 – Goals & Objectives](#)

109.11.2 Objectives

The information in this section contains the goals with regard to understanding Funds Management.

The following are the objectives of this manual section:

1. To understand OCDEL's responsibilities regarding Funds Management.
2. To understand the CCIS's responsibilities regarding Funds Management.
3. To understand how to set up and maintain a set-aside for a Service allocation.
4. To understand how to monitor encumbrance.
5. To understand the different components of encumbrance.
6. To understand how to monitor the Waiting List.
7. To understand how to set up an FSS budget.

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8. To understand how to update an FSS budget.
9. To understand how to transfer money between budget categories on an FSS budget.
10. To understand the FSS Expenditure Reconciliation lock.
11. To understand how to change prior month expenditures on an FSS budget.
12. To understand how to determine the amount of FSS that is available to be shifted to Service.

[Return to Manual Section 109.3 – Goals & Objectives](#)

[Return to Manual Section 109.4 - OCDEL Responsibilities](#)

[Return to Manual Section 109.5 - CCIS Responsibilities](#)

[Return to Manual Section 109.6 – Service Budget Maintenance and Monitoring](#)

[Return to Manual Section 109.6.1 - Set-asides](#)

[Return to Manual Section 109.6.2 – Encumbrances](#)

[Return to Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page](#)

[Return to Manual Section 109.6.3 – Waiting List](#)

[Return to Manual Section 109.7 – FSS Budget Maintenance and Monitoring](#)

[Return to Manual Section 109.7.1 – FSS Budget Set-Up](#)

[Return to Manual Section 109.7.2 – FSS Budget Updates](#)

[Return to Manual Section 109.7.3 – FSS Budget Modifications](#)

[Return to Manual Section 109.8 – FSS Expenditure Reconciliation and Lock](#)

[Return to Manual Section 109.8.1 – FSS Expenditure Lock Schedule](#)

[Return to Manual Section 109.8.2 – Changing Prior Month Expenditures](#)

[Return to Manual Section 109.9 – Shifting Funds Between Service and FSS](#)

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109.11.3 Section Checkpoint Questions

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services developed the following questions as a checkpoint to ensure comprehension of the information presented within this section. Upon review of the information within this section, CCIS staff should be able to answer all of the questions listed below.

109.11.3.1 Questions – Manual Section 109.1 – General Policy

1. TRUE OR FALSE. As part of the Grant Agreement, CCISs are required to prepare budgets to help administrate the grant amounts used to operate the CCIS and provide service.

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[Return to Manual Section 109.1 – General Policy](#)

[See Answers](#)

109.11.3.2 Questions – Manual Section 109.4 – OCDEL Responsibilities

2. The initial FSS base payment amount is usually what percentage of the FSS allocation?
 - a. 1/10
 - b. 1/12
 - c. It depends on the budget category.

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[Return to Manual Section 109.4 – OCDEL Responsibilities](#)

[See Answers](#)

109.11.3.3 Questions – Manual Section 109.5 – CCIS Responsibilities

3. TRUE OR FALSE. HQ is responsible to set any overbooking amounts in Low Income.
4. The CCIS is responsible for all of the following **except**:
 - a. Setting up Funding Program set-asides.

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- b. Reviewing Low Income Waiting Lists.
- c. Monitoring Service expenditures to determine the timing and amount of any funding adjustments required.
- d. Setting up an FSS budget for Low Income, Former TANF and TANF in PELICAN CCW.

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[Return to Manual Section 109.5 – CCIS Responsibilities](#)

[See Answers](#)

109.11.3.4 Questions – Manual Section 109.6.1 – Set-asides

- 5. TRUE OR FALSE. An error message will be generated if, by adding the new dollar amount, the total of all set-aside funding programs exceeds 10% of the source's Service dollars.

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[Return to Manual Section 109.6.1 – Set-asides](#)

[See Answers](#)

109.11.3.5 Questions - Manual Section 109.6.2 – Encumbrances

- 6. TRUE OR FALSE. Encumbrance is the estimated cost of providing care for all enrollments calculated through the end of the fiscal year by funding source.

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[Return to Manual Section 109.6.2 – Encumbrances](#)

[See Answers](#)

109.11.3.6 Questions - Manual Section 109.6.2.1 – Allocations

- 7. TRUE OR FALSE. Allocation is the same as Revenues.

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8. From the Funding Allocation Summary page, a CCIS can view:
 - a. The Service allocation.
 - b. The FSS allocation.
 - c. The cost functions.
 - d. All of the above.

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[Return to Manual Section 109.6.2.1 – Allocations](#)

[See Answers](#)

109.11.3.7 Questions - Manual Section 109.6.2.2 – Available Funds

9. TRUE OR FALSE. Select Reports from the Main Navigation bar to view Available Funds.
10. TRUE OR FALSE. The Total Base Available amount displayed on the bottom of the Available Funds Summary page includes the overbooking amount.

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[Return to Manual Section 109.6.2.2 – Available Funds](#)

[See Answers](#)

109.11.3.8 Questions - Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page

11. The cost of care for children who have a status of Pre-Enrolled, Authorized and Suspended is the
 - a. Anticipated Cost of Care.
 - b. Obligated Funds.
 - c. Overbooking Amount.

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d. Deductions.

12. TRUE OR FALSE. Overbooking is currently only entered for Low Income.

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[Return to Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page](#)

[See Answers](#)

109.11.3.9 Questions - Manual Section 109.6.2.3 – Overbooking Amounts

13. The maximum amount of their Low Income Service allocation that a CCIS can enter for overbooking is:

- a. 10%.
- b. 15%.
- c. 20%.
- d. 25%.

14. TRUE OR FALSE. Once the encumbered funds reach the Service allocation plus the overbooking amount, new enrollments will be diverted to the Waiting List.

15. TRUE OR FALSE. Overbookings should be managed throughout the year and the number should be reduced as the fiscal year progresses.

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[Return to Manual Section 109.6.2.3 – Overbooking Amounts](#)

[See Answers](#)

109.11.3.10 Questions - Manual Section 109.6.3 – Waiting List

16. Which steps should be taken if a CCIS has a Waiting List?

- a. Verify that there are no funds available; determine if overbooking is appropriate based on the time of the fiscal

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year and the guidelines provided by HQ; review obligated funds to determine if enrollments can be 'cleaned out'.

- b. Determine if overbooking is appropriate based on the time of the fiscal year and the guidelines provided by HQ; review obligated funds to determine if enrollments can be 'cleaned out'; recommend a possible funding adjustment to HQ (i.e. move funds from one CCIS for use by a CCIS with a Waiting List.

17. TRUE OR FALSE. When a child is authorized off the Waiting List, the Remove button must be clicked to remove the child from the list.

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[Return to Manual Section 109.6.3 – Waiting List](#)

[See Answers](#)

109.11.3.11 Questions - Manual Section 109.7.1 – FSS Budget Set-Up

18. TRUE OR FALSE. To navigate to the Administration/Family Support Budget pages in CCW, select Payments from the Main Navigation bar.

19. Up to what percentage of the Service budget may be allocated to Uncollected Payments on the FSS budget?

a. 1%

b. 2%

c. 10%

d. Uncollected Payments is not an FSS budget category.

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[Return to Manual Section 109.7.1 – FSS Budget Set-Up](#)

[See Answers](#)

109.11.3.12 Questions - Manual Section 109.7.2 – FSS Budget Updates

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20. Expenditures must be reported in PELICAN CCW by what date?

a. By the 20th of the month following the reporting period.

b. By the 20th of the month preceding the reporting period.

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[Return to Manual Section 109.7.2 – FSS Budget Updates](#)

[See Answers](#)

109.11.3.13 Questions - Manual Section 109.7.3 – FSS Budget Modifications

21. TRUE OR FALSE. The budget amount reported in each budget category should reflect the amount of the grant or the most recent budget revision.

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[Return to Manual Section 109.7.3 – FSS Budget Modifications](#)

[See Answers](#)

109.11.3.14 Questions – Manual Section 109.8 – FSS Expenditure Reconciliation and Lock

22. TRUE OR FALSE. PELICAN CCW determines FSS payment amounts on the CCIS invoice by incorporating reconciliations of the base payments to actual FSS expenditures.

23. TRUE OR FALSE. The FSS expenditures screens will be locked halfway through the fiscal year.

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[Return to Manual Section 109.8 – FSS Expenditures Reconciliation and Lock](#)

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[See Answers](#)

109.11.3.15 Questions – Manual Section 109.8.1 – FSS Expenditure Lock Schedule

24. FSS expenditure screens from which months will be locked in May.

a. July, August, September

b. October, November, December

c. January, February, March

d. April, May, June

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[Return to Manual Section 109.8.1 – FSS Expenditure Lock Schedule](#)

[See Answers](#)

109.11.3.16 Questions – Manual Section 109.8.2 – Changing Prior Month Expenditures

25. If a prior month expenditure was misreported or needs to be changed after the expenditure lock, the CCIS can:

a. Do nothing.

b. Report to Headquarters to have the expenditure corrected.

c. Carryover the difference to the next reporting period.

26. TRUE OR FALSE. If needed, FSS expenditures can be a negative amount.

27. TRUE OR FALSE. The FSS expenditures in PELICAN CCW do not need to match the general ledger on a monthly basis.

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[Return to Manual Section 109.8.2 – Changing Prior Month Expenditures](#)

[See Answers](#)

109.11.3.17 Questions – Manual Section 109.9 – Shifting Funds Between Service and FSS

28. TRUE OR FALSE. Funds may be shifted between Service and FSS without prior HQ approval.

29. TRUE OR FALSE. The funds available in FSS must be determined before funds can be shifted from FSS to Service.

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[Return to Manual Section 109.9 – Shifting Funds Between Service and FSS](#)

[See Answers](#)

109.11.3.18 Questions – Manual Section 109.9.1 – Shifting Funds in TANF

30. TRUE OR FALSE. Because the TANF budget contains seven funding sources each of the TANF funding sources must be examined before the amount available to be shifted from FSS to Service can be determined.

31. Which funding source does not have an FSS component?

- a. Low Income
- b. TANF Work-Support-Working
- c. TANF State MOE
- d. Food Stamps
- e. GA/WS2
- f. None. All of the funding sources have an FSS component

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[Return to Manual Section 109.9.1 – Shifting Funds in TANF](#)

[See Answers](#)

109.11.4 Section Checkpoint Answers

The Policy and Operations Divisions of the Bureau of Subsidized Child Care Services provided the answers to all the questions asked in Manual Section 109.7.3 – Section Checkpoint Questions.

109.11.4.1 Answers – Manual Section 109.1 – General Policy

1. TRUE.

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[Return to Manual Section 109.1 – General Policy](#)

[Return to Manual Section 109.4 – OCDEL Responsibilities](#)

109.11.4.2 Answers - Manual Section 109.4 – OCDEL Responsibilities

2. c. – It depends on the budget category.

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[Return to Manual Section 109.4 – OCDEL Responsibilities](#)

[Return to Manual Section 109.5 – CCIS Responsibilities](#)

109.11.4.3 Answers - Manual Section 109.5 – CCIS Responsibilities

3. FALSE. – The CCIS is responsible for setting up an overbooking amount in Low Income.
4. c. - Monitoring Service expenditures to determine the timing and amount of any funding adjustments required.

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[Return to Manual Section 109.5 – CCIS Responsibilities](#)

[Return to Manual Section 109.6.1 – Set-asides](#)

109.11.4.4 Answers - Manual Section 109.6.1 – Set-asides

5. TRUE.

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[Return to Manual Section 109.6.1 – Set-asides](#)

[Return to Manual Section 109.6.2 – Encumbrances](#)

109.11.4.5 Answers - Manual Section 109.6.2 – Encumbrances

6. TRUE.

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[Return to Manual Section 109.6.2 – Encumbrances](#)

[Return to Manual Section 109.6.2.1 – Allocations](#)

109.11.4.6 Answers - Manual Section 109.6.2.1 – Allocations

7. FALSE. - The allocation is the potential maximum a CCIS may be paid for Service or FSS. The Revenue amount may be any amount up to, but not exceeding the Allocation amount.

8. d. – All of the above.

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[Return to Manual Section 109.6.2.1 – Allocations](#)

[Return to Manual Section 109.6.2.2 – Available Funds](#)

109.11.4.7 Answers - Manual Section 109.6.2.2 – Available Funds

9. FALSE. – Select Administration from the Main Navigation bar to view Available Funds.

10. TRUE.

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[Return to Manual Section 109.6.2.2 – Available Funds](#)

[Return to Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page](#)

109.11.4.8 Answers - Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page

11. b. – Obligated Funds.

12. TRUE.

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[Return to Manual Section 109.6.2.2.1 – Components of the Available Balance Detail Page](#)

[Return to Manual Section 109.6.2.3 – Overbooking Amounts](#)

109.11.4.9 Answers - Manual Section 109.6.2.3 – Overbooking Amounts

13. c. – 20%.

14. TRUE.

15. TRUE.

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[Return to Manual Section 109.6.2.3 – Overbooking Amounts](#)

[Return to Manual Section 109.6.3 – Waiting List](#)

109.11.4.10 Answers - Manual Section 109.6.3 – Waiting List

16. a.- Verify that there are no funds available; determine if overbooking is appropriate based on the time of the fiscal year and the guidelines provided by HQ; review obligated funds to determine if enrollments can be ‘cleaned out’.

17. FALSE. - The CCIS Director can authorize a child by clicking Authorize. This authorizes the child for service and takes the child off the Waiting List.

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[Return to Manual Section 109.6.3 – Waiting List](#)

[Return to Manual Section 109.7.1 – FSS Budget Set-Up](#)

109.11.4.11 Answers - Manual Section 109.7.1 – FSS Budget Set-Up

18. FALSE. - To navigate to the Administration/Family Support Budget pages in CCW, select Administration from the Main Navigation bar.

19. a. – 1%

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[Return to Manual Section 109.7.1 – FSS Budget Set-Up](#)

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109.11.4.12 Answers - Manual Section 109.7.2 – FSS Budget Updates

20. a. – By the 20th of the month following the reporting period.

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[Return to Manual Section 109.7.2 – FSS Budget Updates](#)

[Return to Manual Section 109.7.3 – FSS Budget Modifications](#)

109.11.4.13 Answers - Manual Section 109.7.3 – FSS Budget Modifications

21. TRUE.

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[Return to Manual Section 109.7.3 – FSS Budget Modifications](#)

[Return to Manual Section 109.8 – FSS Expenditure Reconciliation and Lock](#)

109.11.4.14 Answers - Manual Section 109.8 – FSS Expenditure Reconciliation and Lock

22. TRUE.

23. FALSE. – The FSS expenditures screen will be locked after each fiscal quarter.

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[Return to Manual Section 109.8 – FSS Expenditure Reconciliation and Lock](#)

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109.11.4.15 Answers - Manual Section 109.8.1 – FSS Expenditure Lock Schedule

24. c. – January, February, March

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[Return to Manual Section 109.8.1 – FSS Expenditure Lock Schedule](#)

[Return to Manual Section 109.8.2 – Changing Prior Month Expenditures](#)

109.11.4.16 Answers - Manual Section 109.8.2 – Changing Prior Month Expenditures

25. c. – Carryover the difference to the next reporting period.

26. TRUE.

27. TRUE.

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[Return to Manual Section 109.8.2 – Changing Prior Month Expenditures](#)

[Return to Manual Section 109.9 – Shifting Funds Between Service and FSS](#)

109.11.4.17 Answers - Manual Section 109.9 – Shifting Funds Between Service and FSS

28. FALSE. - Funds may be shifted between Service and FSS with prior HQ approval.

29. TRUE.

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[Return to Manual Section 109.9 – Shifting Funds Between Service and FSS](#)

[Return to Manual Section 109.9.1 – Shifting Funds in TANF](#)

109.11.4.18 Answers - Manual Section 109.9.1 – Shifting Funds in TANF

30. TRUE.

31. e. – GA/WS2

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