

**From:** PW, OCD Subsidized Child Care

**Sent:** Tuesday, June 19, 2007 11:31 AM

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**Subject:** Fiscal Communiqué #07-05 - FY 2006-07 FSS to Service Shifts

**Importance:** High

**This message is from Marci Walters.**

**Title:** FY 2006-07 FSS to Service Shifts

**Priority:** HIGH

**Category:** Informational

**Action Required:** Read, disseminate to appropriate staff.

**Response Required:** None

**Purpose:**

The purpose of this Communiqué is to provide you with information pertaining to requests to shift funds from Family Support Services (FSS) into Service.

## **Background:**

A number of CCIS agencies have indicated that they have FY 2006-07 FSS funds that they do not anticipate spending. They have requested to shift those funds into Service to either cover current overencumbrances or to provide funds for additional enrollments.

## **Discussion:**

These requests are being evaluated on an individual basis taking the following into consideration: potential impact to encumbrances (looking at funding source and amount to be shifted) in FY 2007-08 and current FSS available balances. Below are some items CCISs need to take into consideration if FSS underspending is anticipated. Be certain to perform a thorough evaluation/projection to determine the amount of FSS funds required to meet expenditures for the remainder of the 2006-07 fiscal year.

## **Potential Impact for FY 2007-08**

CCIS agencies will want to evaluate the impact on encumbrance levels in FY 2007-08 when requesting to shift funds into Service in FY 2006-07. Shifting \$5,000 in June to create several weeks' worth of enrollments can greatly impact encumbrances in FY 2007-08.

## **Current FSS Available Balances**

Recall that the FSS payment process includes reconciliations to actual expenditures. Therefore, it is possible that unexpended funds will not be fully available in CCMIS until the final reconciliation occurs on August 24.

To determine if there is a sufficient FSS balance in CCMIS to make the shift, view the CCIS Invoice Funding page for the most current pending CCIS Invoice for FY 2006-07. Use the steps listed below to view this information:

- 1) Click on Payments.
- 2) Click on CCIS Invoices.
- 3) On the CCIS Invoice Search page, select "2006-07" for Fiscal Year and confirm that the radio button is selected next to "OCYF Pending Invoices."
- 4) Click on the CCIS Invoice ID hyperlink. (NOTE: Joinders need to select the county to which the FSS funds are allocated.)
- 5) At the bottom of the CCIS Invoice Details page, click the "View CCIS Invoice Funding" button.
- 6) Review/note the "Balance" for each FSS row in the CCIS Invoice Funding table.
  - a) For TANF FSS, you will need to sum/add the Balance amounts for each funding source to determine the total amount available to shift. (Recall that TANF FSS is allocated and paid to CCISs by funding source, but CCISs budget and report expenditures as one total amount.)

The amount listed in the FSS balance for each funding source is the maximum amount currently available to shift into Service in CCMIS. Again, it is possible that the balance will increase or decrease depending on the three remaining reconciliation batches for FY 2006-07.

Please contact your Subsidy Coordinator with any questions pertaining to this Communiqué.

## **Next Steps:**

- 1) Review and make copies of this Communiqué for appropriate staff members.
- 2) Contact your Subsidy Coordinator with any questions.

OBSOLETE