

ATTACHMENT C

CHILD SUPPORT ENFORCEMENT PROGRAM BUDGET ANALYSIS

Grant: Child Support Enforcement, Catalog of Federal Domestic Assistance (CFDA) number 93.563.

The expenditure of funds under this program is subject to the annual audit requirements under the Single Audit Act of 1984 (P.L. 98-502) and the Office of Management and Budget Circular A-133 (Audit of States, Local Governments, and Non-Profit Organizations).

Attachment C, Budget Analysis, is divided into two parts. Part one is a general explanation of the budget process. Part two contains instructions on how to prepare your annual budget analysis. Submit the annual budget using your County/City format.

PART ONE: EXPLANATION

The budget review process is implemented to provide an estimate of Title IV-D funds needed in any fiscal year, and to analyze requests for Federal Financial Participation (FFP), state share and County/City match to examine the cost effectiveness of the proposal.

Based on fiscal guidelines provided by the Division of Social Services (DSS), on or before April 15th of each year, a budget must be submitted to the Chief of the Child Support Enforcement Program (CSEP), for establishment of a maximum level of reimbursements no later than May 15th.

FFP is approved at the applicable matching federal rate by the federal government through the Federal Offset of Child Support Enforcement (OCSE) and transmitted to your office.

Budgetary costs that are not covered by FFP pursuant to 45 CFR 304.21 & 23 include, but are not limited to the following:

1. Bad Debts
2. Contingencies
3. Contributions and Donations
4. Entertainment
5. Fines and Penalties
6. Governor's expenses
7. Interest and Other Financial Costs
8. Legislative Expenses
9. Under recovery of Costs Under Grant Agreements
10. Building Space and Related Facilities

Budgetary costs that require approval prior to the expenditure in order to be covered by FFP are listed as the following:

1. Data Processing
2. Capital Expenditures
3. Insurance and Indemnification
4. Management Studies
5. Pre-Agreement Costs
6. Professional Services
7. Proposal Costs

Listed are various categories of expenses which could arise. An office's particular cost allocation plan may not provide for every category listed which may necessitate an amendment to that office's plan. The Title IV-D accounting unit will coordinate any required amendments with an office.

The U.S. Congress has shown an interest in reviewing the cost effectiveness of the program, and every state and local unit of government must take appropriate action to protect this valuable funding source. It is recommended that each office reviews its office operations to:

1. Ensure office procedures maintain an efficient flow of work;
2. Ensure that Title IV-D resources and staff are allocated to, and work on Title IV-D matters only;
3. Ensure that efficient and effective methods are applied in processing the legal aspects of cases; and
4. Control program costs so only essential expenditures are made.

Administrators must consider the cost effectiveness of their proposals to assure the Title IV-D Program meets or exceeds its past relationships between total expenditures and child support collected. The only exception to this policy is if an administrator plans a management move that will increase the future efficiency of the office that has been approved by the Chief of CSEP or designee.

FFP is reimbursed to each office by submitting claims for reimbursement to the state IV-D agency based upon each office's approved annual budget analysis. The claim reimbursement procedure is as follows:

Claims from your office for FFP reimbursement are to be submitted electronically, according to instructions from the Chief or designee, within thirty (30) days from incurred expenditure unless an approval for an extension is granted by the Chief of CSEP or designee. Claims not submitted within ninety (90) days of the end of the month in which the expenses are incurred will be considered stale and non-payable.

Claims for reimbursement must include a listing of costs incurred pursuant to the Title IV-D Program with receipts for such costs retained and available for review. As noted in part two of this budget analysis, certain expenditures require approval, prior to County/City expenditure/claim for FFP reimbursement.

Upon receipt by the state IV-D agency, claims are audited and approved/disapproved. Disapproved claims are returned to the appropriate office with a letter of explanation. Approved claims are vouchered and forwarded for distribution by the state controller's office.

PART TWO: INSTRUCTIONS FOR COMPLETING ITEMS A-K OF THE BUDGET ANALYSIS

Complete the details for items A-G. For categories in which explanation is requested, please annotate or attach extra pages as needed. Guidelines for completing categories A-G are as follows:

- A. PERSONNEL: (salaries only)
 1. List titles of positions for which you are requesting reimbursements.
 2. List the number of staff within each position classification that are Title IV-D staff.
 3. List annual salary of the position(s)
 4. Estimate the percentage of time and activities each staff member will be assigned to Title IV-D responsibilities as well as provide the estimated percentage of time and activities spent for non-Title IV-D responsibilities.
 5. Identify the annual salary apportioned to Title IV-D activities.

Example:

<i>Position Title</i>	<i>Annual Salary</i>	<i>IVD Activity and % of Time Spent</i>	<i>Non IVD Activity And % a/Time Spent</i>	<i>Annual Salary Apportioned to IVD Activities</i>
Hearing Master	\$20,000	Court Prep 30% Hearings 40%	Juvenile Hearings 30%	\$14,000
Court Clerk	\$10,000	Filing 20% Court time 40%	Filing 10% Court time 30%	\$6,000

B. FRINGE BENEFITS:

The standard benefits given government employees are listed in this category. The rate for each benefit must be identified along with the portion of a staff member's salary that is dedicated to Title IV-D activities. The portion of a staff member's salary that is dedicated to Title IV-D work is multiplied by the rate of that specific fringe benefit.

Example:

Title IV-D <u>Costs for DA</u>	x	Retirement <u>Rate</u>	=	Retirement <u>Cost</u>
\$2,500	x	15%	=	\$375

1. Each category is based on rate, except group insurance. The applicant will have to provide a brief explanation of how this category was computed.

C. COUNTY/CITY INDIRECT COSTS:

Indirect costs are those incurred for a common or joint purpose benefiting other programs in your County/City in addition to the Title IV-D Child Support Enforcement Program.

Examples of indirect costs are:

- Salaries for time spent by employees not employed by the IV-D program who are indirectly performing child support tasks, such as County/City clerks; and
- Supplies purchased by County/City funds, which are used by more than one County/City entity, including the use by or benefit of your office, for which your office must reimburse the County/City.

Costs allocated as indirect and calculated in your County/City's indirect cost rate should not be listed as direct costs in this budget proposal.

D. INSTATE TRAVEL, TRAINING, AND IV-D POLICY ANALYSIS:

1. All travel, training and policy analysis, in which you seek Title IV-D reimbursement, requires PRIOR approval by the Chief of the Child Support Enforcement Program or designee. Travel must be for the purpose of administration of the Title IV-D Program. Travel is approved at the prevailing state rate for travel.

2. Training and policy analysis costs would include registration fees, travel expenses, and per diem allowances at the state rate, or any other related IV-D activity the Chief of the Child Support Enforcement Program approves.

E. OUT OF STATE TRAVEL, TRAINING, AND POLICY ANALYSIS:

Same as in state travel.

F. SUPPLIES, COMMUNICATIONS, EQUIPMENT RENTAL, AND MAINTENANCE (data processing not included):

1. Office/Janitor Supplies:

Identify the various types of supplies your agency defines as office/janitorial.

2. Postage and Freight:

All claims must be supported with documentation of actual Title IV-D expenditures. Records must be retained for audit purposes.

3. Telephone Rental and Tolls:

All claims must be supported with documentation of actual Title IV-D expenditures. Records must be retained for audit purposes.

4. Printing:

Identify the forms/materials for which you are budgeting.

5. Other:

This line is for types of expenditures within this category, not specifically identified as a cost.

G. OTHER EXPENSES:

1. Copies/Reproductions:

This category is for the costs of copying documents (not for equipment procurement). Charges for the shared use of copying systems must include a procedure to log Title IV-D use, exclusive of other office uses.

2. Dues and Registration:

Must be related to Title IV-D matters/activities and cost allocated based upon the average IV-D activities.

3. Publications/Periodicals:

Must be related to Title IV-D matters/activities and cost allocated based upon the average IV-D activities.

4. Fees (Service of Process, Garnishment):

Must be related to Title IV-D matters/activities and cost allocated based upon the average IV-D activities.

PART THREE: APPROVAL OF BUDGET BY CHIEF

The Chief of CSEP or designee, will approve the eligible IV-D expenditures, and the budget will indicate the amount of expenditures out of FFP, state share and County/City costs.

The Chief of CSEPs approval of the budget does not guarantee that all costs are IV-D eligible for reimbursement.

Upon federal review, any disallowed costs will be deducted from future federal reimbursement payments. DSS will provide thirty (30) days' notice prior to the reduction. Parties agree to notify the other of any disallowed costs and work together on the disallowance.

Copy of TRAVEL REQUEST Goes Here

Copy of ESTIMATED TRAVEL COSTS goes here

Copy of STATE OF NEVADA TRAVEL CLAIM goes here