COUNTY: ............................................. LBL: .............................................

DATE: ............................................. Review month/year: ..............................

Programs (Food & Nutrition Services (FNS), Child Support (IV-D) and TANF: 

(If county does not operate Child Support or operated elsewhere in county government or contract, notate):

DSS-1571: Part I (Administrative Costs):

☐ DSS-1571 payroll entries verified to general ledger  ☐ Direct Worker Certifications reviewed
Comments/findings: ..........................................................

Day Sheets reviewed:  ☐ DSS 2203 for FNS  ☐ DSS 4263 for TANF  ☐ Non-applicable for CSE
Comments/findings: ..........................................................

☐ Percent of time report reviewed for minutes to Program Code R/TANF
Comments/findings: ..........................................................

Staff coded properly to:  ☐ 64-14-B, 65-14-B, 65-16-B for FNS  ☐ 79-09-C or 79-10-C for IV-D  ☐ 54-10-A/54-12-A/54-18-A for TANF
Comments/findings: ..........................................................

DSS-1571: Part II (Statement of Administrative Costs and Purchased Services):

☐ County General Ledger matches payment  ☐ Reviewed 1571, Part II to insure cost reported correctly
Comments/findings: ..........................................................

FNS Employment & Training Vouchers:  ☐ Voucher request for payments reviewed Part II code: 458 or 472
Comments/findings (if county not E&T or no payments made, document): ..........................................................

IV-D:

☐ Reviewed all expenditures posted to Part II by correct code: 123, 423, 432, 449, or 450.
Comments/findings: ..........................................................

TANF:

☐ Reviewed all expenditures posted to Part II by correct code: 204, 205, 206, 207, 227, 228, 229, 238, 246, 273, 276, 280, 281, or 288.
Comments/findings: ..........................................................

Developed By DSS Budget Office
July 1, 2008
DSS Budget Office Fiscal Monitoring Spreadsheet (continued)

**DSS-1571: Part IV** (Purchased Services and Fees):

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<tr>
<td>IV-D (Fees):</td>
<td>☐ Verified fees are posted to county general ledger and receipts issued</td>
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<td>Comments/Findings:</td>
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☐ Verified fees are posted on 1571, Part IV using code 435-3 or 436-3

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**TANF:** ☐ Part IV codes reviewed by Program Code T, unless program service code is 351

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