

**A. Cleaning up Balances in the Food Stamp and TANF Accounts (284.233 or 284.234) prior to July 1, 2007**

1. When the books were closed in June 2007, your remaining balances in the Food Stamp and TANF accounts were moved to the lead county's 284.233 and 284.234 GL account numbers.
2. If you had any unreconciled items that you were carrying on your Food Stamp or TANF Reconciliation Reports every month, these items should have been moved to the new child number that was established for each of your counties' Food Stamp and TANF accounts. Please review your Food Stamp and TANF Reconciliation Reports and if you still have any unreconciled items on the report, move these related items/receipts to the new Food Stamp or TANF child number. These outstanding items should not be showing up under the lead county's 284.233 or 284.234 GL account numbers.
3. If you had receipts that were posted in July to the new child number, but were a part of your June GIA report, you will need to move those funds from the child number account to the lead county's 284.233 or 284.234 GL account numbers in order to reconcile the June 2007 GIA. To do this, you will need to do the following:
  - Cut a check from the corresponding Food Stamp or TANF child number
  - Use a restricted fund check for the appropriate county
  - Make it payable to the Lead County, to deposit to Bank #1, GL account numbers 284.233 or 284.234
  - Use Type Code 25400, and in description put Month, Year and for which program you are moving the funds (a good identifier).

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## **B. Balancing the Food Stamp and TANF accounts after July 1, 2007**

1. Effective July 1, 2007, all receipts for Food Stamp and TANF should be deposited to the appropriate counties' restricted fund accounts into their corresponding child number account.
  - Need to use Type Code 254 (all lines)
  - Description line #1 should state Person Name and date of receipt
  - Description line #2 should have the CASE # if available
  
2. At the end of the month, the following reports need to be obtained to use while balancing your Food Stamp and TANF accounts:
  - A copy of the General Ledger page that has the accounts (284.233 and 284.234) to be reconciled.
  - A copy of the Child Welfare Sub-Ledger or Current Balance Report pages that has the corresponding child number accounts for each counties' Food Stamps and TANF funds.
  - A copy of the GIA Adjustment Report for each county for the month being reconciled.
  - A copy of the previous month's reconciliation.
  
3. On the blank reconciliation form, on the left hand side, enter the ending balance for the Food Stamp or TANF child number accounts from the Child Welfare Sub-Ledger or Current Balance Report for the county being reconciled.
  
4. On the blank reconciliation form, on the right hand side, enter the amount from the GIA/SUCCESS adjustment report that your GRANT-IN-AID deposit will be reduced or increased by.
  
5. Compare the two amounts if they do match, proceed to Step #8. If they do not match, then follow the steps outlined below to reconcile the reports:
  - Compare each receipt posted to the Child Welfare Sub-Ledger or Current Balance Report to the GIA/SUCCESS report.
  - Enter the receipt number by the entry on the GIA report.
  - On the Claims Reconciliation Report's Child Welfare Sub-Ledger or Current Balance Report side, list any items identified from the GIA/SUCCESS Report that were not listed on the Child Welfare Sub-Ledger or Current Balance Report.
  - On the Claims Reconciliation Report's GIA/SUCCESS side, list any items identified from the Child Welfare Sub-Ledger or Current Balance Report that were not listed on the GIA/SUCCESS Report.
  - If the two ending balances do not agree, verify that any adjustments from your previous month's reconciliations were carried forward and/or properly handled.
  - If previous month's adjustments have not been handled, then enter them again on the current month's reconciliation report in the appropriate columns.

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- Remember that if you see an “R” on the GIA/SUCCESS report, this means that a refund is due to the client.
    - a. Please ensure that you have received the request and issued the check to the client
    - b. Refund check was cut from the appropriate county’s restricted fund account using their appropriate child number for Food Stamp and TANF. (Do not cut the check from the GL side)
6. If it was determined that items were posted wrong or not posted at all on the GIA/SUCCESS Report, email the appropriate caseworker and ask them to research the issues, and to provide you copies of the entries/corrections screens when they have been completed. Attach copies of the email and entries/corrections screens to your Claims Reconciliation Report for documentation.
  7. If it was determined that items were posted wrong on the Child Welfare Sub-Ledger or Current Balance Report, enter RERATE correction screens as needed to the Child Welfare module. Attach copies of the original screens and correction screens to the reconciliation reports to validate changes have been made.
  8. Prepare and process check request for the amount of the GIA/SUCCESS Report to transfer funds from the restricted fund accounts to the lead county’s Regular Operating Account (Bank #1). You will need to do the following:
    - Cut a check from the corresponding Food Stamp or TANF child number
    - Use a restricted fund check for the appropriate county
    - Make it payable to the Lead County, to deposit to Bank #1, GL account numbers 284.233 or 284.234
    - Use Type Code 25400, and in description put Month, Year and for which program you are moving the funds (a good identifier).

**NOTE: In order to keep your GL Accounts, 284.233 and 284.234, reconciled (0.00), ALWAYS move the exact amount of the GIA/SUCCESS report to these accounts, and leave pending issues in your Food Stamp or TANF child account numbers until resolved.**

9. Post the transfer checks as a receipt on the GL page only to the appropriate GL Accounts (284.233 or 284.234).
10. Ensure that the amount on the Grant-in-Aid Deposit (EFT) matches your prior month’s GIA Adjustment Report.
11. Your GL Accounts (284.233 and 284.234) should always be “0.00” every month after the transfer checks are done and the Grant-in-Aid deposits have been posted.

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12. Your Food Stamp and TANF Child Numbers on the CW module should always reconcile back to the pending items on your FS/TANF Reconciliation reports.