

203.1 Overview of Cash-Match Funds

- A. The county department can request approval from Division of Family and Children Services – Budget Services to Cash-Match local entity funds with federal funds.

These request must be in writing, via email, so that the approval can be forwarded to both the county DFCS and the regional accounting offices.

NOTE: Regardless of the funding source, personnel services require an approved Critical Hire Form, supplies require the completion and approval of Critical Supply Request Form, and client services require an executed contract.

The amount that the local entity funds are matched depends on the matching cash-match percentage ratios (see chart below). Most cash-match percentages are 50% but not all. Examples of cash-match expenditures are:

- Salaries and fringe benefits
- Salary Supplements (cannot be a one-time payout)
- Travel
- Regular Operating cost
- Equipment
- Furniture

Program	Description	State Portion	County Portion
201	Cash Match Eligibility	50%	50%
203	Cash Match Services ***	0%	0%
206	Cash Match Administration	50%	50%
207	Cash Match Admin Salary Supplements	25%	75%
208	Cash Match Mental Health Eligibility	50%	50%
211-231	Cash Match (may be used for positions at the hospitals, nursing homes, board of education)	50%	50%

***** NOTE: Effective FY2004, Program 203 – Cash Match Services does not have any additional funding available to cash match. If a county had positions or travel that was budgeted in FY2003, then the county can continue to receive funding for these positions. Due to the continued lack of funding in this program, when someone vacates a position that was "grand fathered" in, then the position will revert back to a normal state funded position. NO NEW 203 POSITIONS CAN BE BUDGETED AT THIS TIME.**

Examples of a cash-match funding request are:

1. The local entity (county government, city government, hospitals, board of education) wants to give the local DFCS office \$5,000 to buy new computers and software for the employees. The county director would ask Division of Family and Children Services – Budget Services if there are funds available to cash-match the \$5,000 so they can have \$10,000 to buy twice as much. Division of Family and Children Services – Budget Services agrees that this would be good for the county and they approve an additional \$5,000 for the county DFCS office.
 2. The local entity (usually the county government in this case) wants to give the county DFCS employees a \$20 a month salary supplement. The county director makes a request of Division of Family and Children Services – Budget Services to cash match the amounts. Division of Family and Children Services – Budget Services agrees, but by policy all supplements cannot be cash-matched. As stated in the chart above, the Eligibility/Medicaid units would be 50/50, the Administration and County Director's units would be 25/75, and the Services units cannot be matched at all, they are 100% outside entity funded.
- B. Equipment, facilities, telecommunications or regular operating expenditures will not be budgeted in Programs 201, 203, 207 or 211-231. Funding for these types of expenditures should only be budgeted in Program 206.
- C. Cash Match salary and fringe benefit supplements are to be budgeted in Program 201 for Eligibility/Medicaid staff or Program 207 for Administrative staff.

NOTE: Salary Supplements should follow the procedures as outlined below:

- County's plan for salary supplements must be in writing and clearly defined in order to avoid any signs of favoritism, meaning if you give it to one class of employee you have to give to all of them
- Approved by the state personnel office
- Supplements are divided by the 24 pay periods per year

Example: If all staff who have been with the county for six months is to receive the supplement, then everyone that meets that criteria must get the supplement.

Example 2: If it becomes apparent that the county government funding the salary supplements can no longer continue paying the supplements, an amendment needs to be presented in the county board meeting that states effective July 1, 20XX salary supplements will no longer be offered to new or transferring in employees or will be discontinued for all employees.