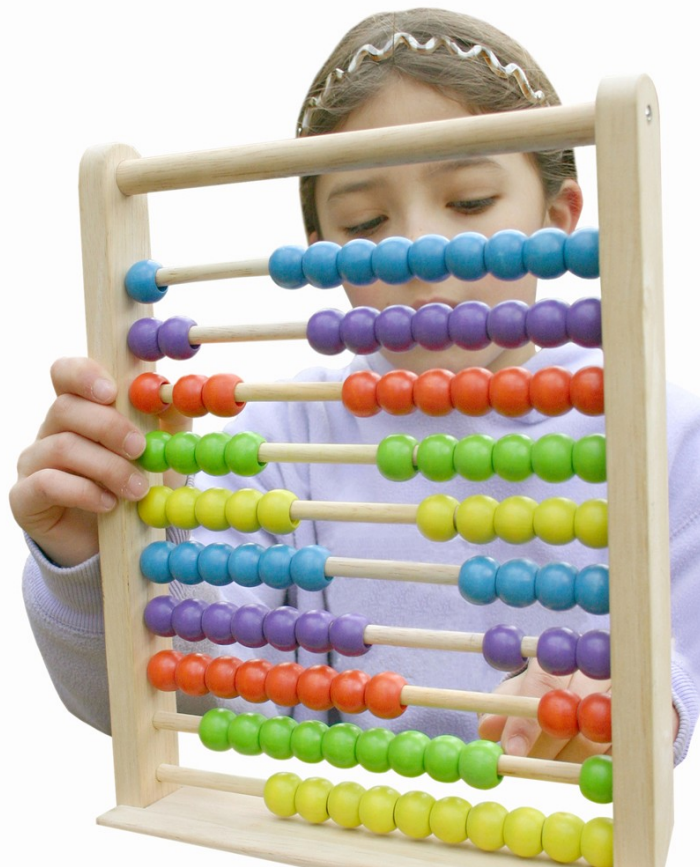


YQUB SMART GUIDE



IV-D Expenditure Portal

Preparing the Quarterly Incentive
Balance Report (QIB) Form

Revised: March 2017

SMART GUIDE



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GLOSSARY OF TERMS

- **American Recovery and Reinvestment Act (ARRA)** –The American Recovery and Reinvestment Act was an economic stimulus package from 2009 to 2011. A special category of IV-D incentive funds were earned during the time period of this recovery act, which were included in a separate ARRA incentive fund for Prosecutors, Clerks and Title IV-D Incentive funds at the local county level.
 - Clerk Title IV-D ARRA Incentive Fund (8894)
 - Prosecutor Title IV-D ARRA Incentive Fund (8893)
 - Title IV-D ARRA Incentive Fund (8892) (previously known as the “county general” ARRA fund).
- **Auditor Preparer** – County employee who prepares the Quarterly Incentive Balance (QIB) and submits for certification.
- **Certify** - The County Authorized Official who is assigned the activity in each county to sign and provide the necessary approvals and / or certification of the QIB.
- **DCS Accounting Operations (DCS AO)** – Department of Child Services, Accounting Operations. Responsible for managing the financial activities of the IV–D program.
- **DCS Child Support Bureau (DCS CSB or CSB)** – DCS Child Support Bureau is the Indiana Agency which has statutory responsibility for the child support enforcement program required under title IV–D of the Social Security Act.
- **Incentive Funds** – States earn incentive funds upon evaluation of performance in five federal performance measures. Counties receive a portion of Indiana’s incentive funds.
 - County Prosecutor Title IV-D Incentive Fund (8897)
 - Clerk Title IV-D Incentive Fund (8899)
 - Title IV-D Incentive Fund (8895)
- **IV-D Funds** – IV-D Funds is a general reference to the funds received by County Offices through federal resources including FFP and incentive funds.
- **Quarterly Incentive Balance Report (QIB) Form** – Quarterly Incentive Balance form is the form used by County Offices to report their quarterly incentive balance for “Regular”, “ARRA”, and “Pre-1999” Title IV-D incentive funds.
- **Reprint** – The user can reprint a certified form.
- **Send to State** - The user can electronically send the certified form to DCS AO or CSB.
- **Title IV-D (or IV-D)** – Title IV-D (or IV-D) refers to Title IV-D of the Social Security Act of 1975. It is the federal law that authorizes the child support program and defines the program’s requirements.
- **Upload Supporting Documents** – The user can upload supporting documents for a form.
- **View Only User** – Person who can view the system and State certified forms, but cannot submit or certify.



LEGEND & GUIDE

Smart Guide Objects

CALL OUTS

They may look like cartoon bubbles, however **Call Outs** are used in a different fashion for Smart Guides. Each will offer clarification; provide additional, helpful information & guidance for the reader.

STICKY NOTES

These sticky notes are provided throughout the Smart Guide to offer important information not included in the document but apply to the section that follows.



SCREEN-SHOTS

A picture of what you will see on your computer screen when performing a specific task. They can also be examples of forms or documents.



Figure-#:

FIGURE -- Provides a small caption to explain the **Screen-shot** just above it.

Exhibit-#:

EXHIBIT -- Provides a small caption to explain the **Screen-shot** just below it.

The IV-D Expenditure Portal Guide was prepared using Internet Explorer 11 (IE11). If your computer is using a different browser or a different version of Internet Explorer, the Portal and/or the placement of action buttons may appear differently on your screen.

The Quarterly Incentive Balance (QIB) Report

Log In & My Work Screens

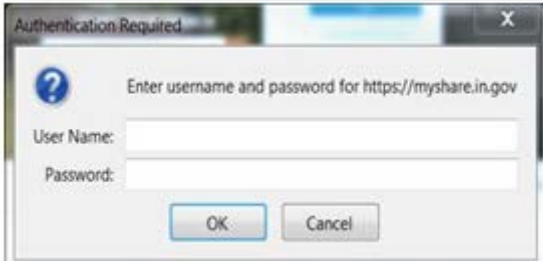
The IV-D Expenditure Portal is found on the Child Support Resources (CSR) website:

<https://myshare.in.gov/dcs/isets/CSBResources/administrative%20claiming/Pages/Claims%20Home.aspx>

The website also provides many helpful resources regarding IV-D Claims reporting. More information about the CSR and its IV-D Claims-Incentives page can be found in **Appendix D**.

Step 1 – Type the **User Name** and **Password**. Then, [click] **OK**. (See **Figure 1**)

Note: For login difficulties, please contact the ISETS Help Desk at 1-800-876-4515 or #ISETSHelpDesk@dcs.in.gov.

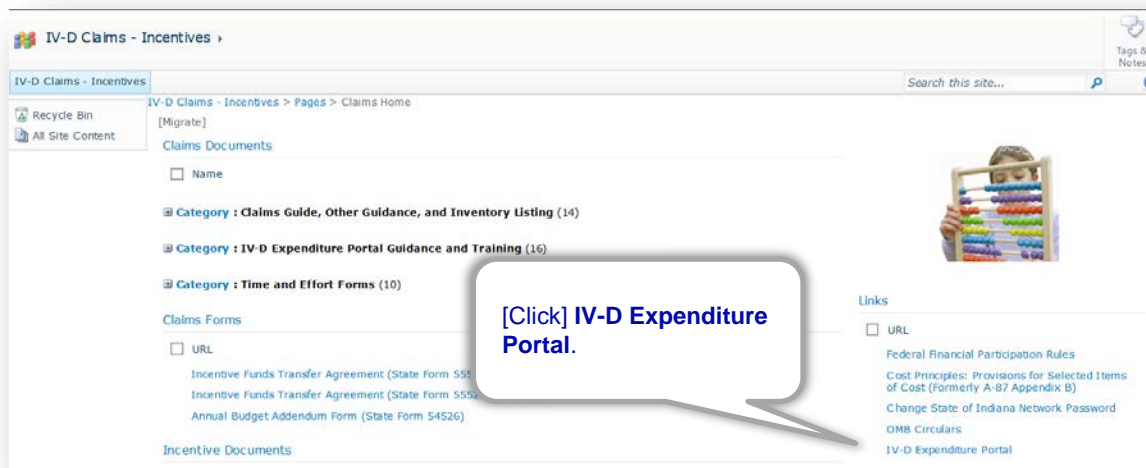


Note: When entering the User Name, "Isd-shared" needs to precede name. For example: Isd-shared\smith.

Figure 1 – Claims-Incentives Page Login

The website also provides many helpful resources regarding IV-D Claims reporting.

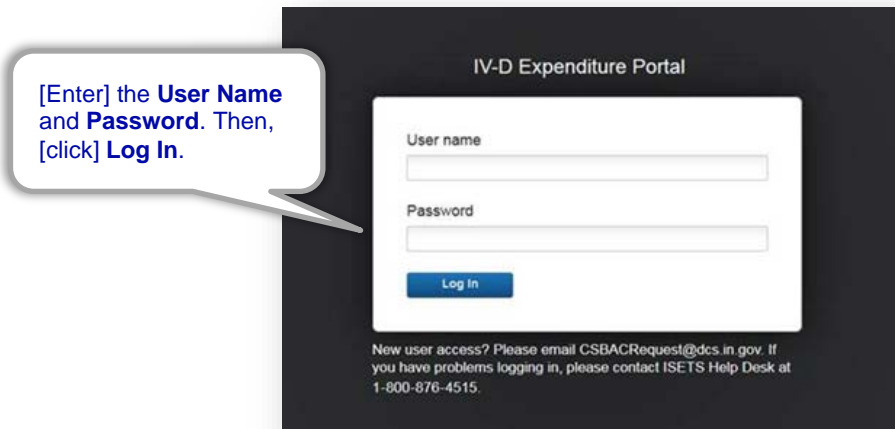
Step 2 - [Click] the **IV-D Expenditure Portal** link. (See **Figure 2**).



The screenshot shows the 'IV-D Claims - Incentives' page with a navigation menu on the left and a main content area. A callout box with the text '[Click] IV-D Expenditure Portal.' points to the 'IV-D Expenditure Portal' link in the 'Links' section on the right side of the page.

Figure 2 – IV-D Claims – Incentives Page

Step 3 – [Enter] the **User Name** and **Password**. Then, [click] the **Log In** button. (See **Figure 3**)



Note: When entering the User Name do not enter the "Isd-shared\". For example: Isd-shared\jsmith. The user will enter jsmith as the User Name.

Figure 3 – Log In screen

The system initiates a "Prepare QIB" task and places it in the My Work Queue. The task will display the Quarterly Incentive Balance Report (QIB) form that needs to be worked for the particular quarter.

Step 4 – To begin preparing a QIB form, [click] the **Prepare QIB** blue link. (See **Figure 4**)

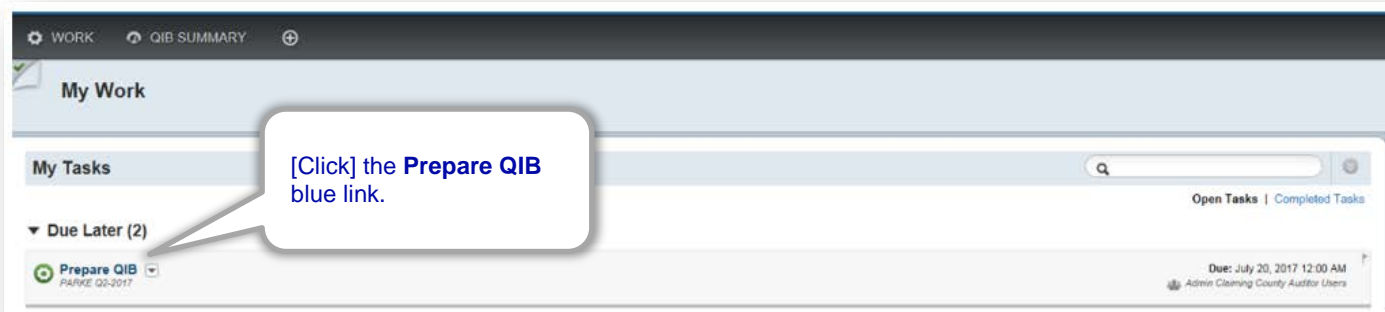


Figure 4 – My Work Screen

The QIB Complete Fillable Form View

The system will display the Complete Fillable Form View for the QIB. If a fund has no data to report, leave it blank. The system will report zero for unused funds.

Step 1 – Fill in the data for each month within the quarter. If there is a Balance Adjustment entered, a comment/rationale is needed in order to move forward. Enter a Rationale when necessary. (See **Figure 5**)

The display shows the Form ID, Quarter/Year, and County.

Regular Title IV-D Fund Incentive Balance Information			
Final Regular Incentive Account Balance at the End of Quarter :	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 100.00"/>
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 120.00"/>	<input type="text" value="\$ 100.00"/>

Comments (Required if you have a balance adjustment) :

Test

Enter Adjustment Rationale.

ARRA Title IV-D Incentive Fund Balance Information			
Final ARRA Incentive Account Balance at the End of Quarter :	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 200.00"/>	<input type="text" value="\$ 100.00"/>
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 100.00"/>	<input type="text" value="\$ 100.00"/>

Comments (Required if you have a balance adjustment) :

Test

Certification section

Select Certifier Name : DCERT1, ACAU

Supporting Docs Next Save and Exit Cancel

Figure 5 – Complete Fillable Form View

Note: If the appropriate certifier name is not listed, please contact CSBACRequest@dcs.in.gov.

Selecting a Certifier

The Certification section contains a drop-down menu to select the individual's name who is signing to certify the QIB form. If only one Certifier is available in the office, that person will be automatically selected.

Step 1 – [Select] **Certifier Name** from the drop down menu and [click] **Next**. (See **Figure 6**)

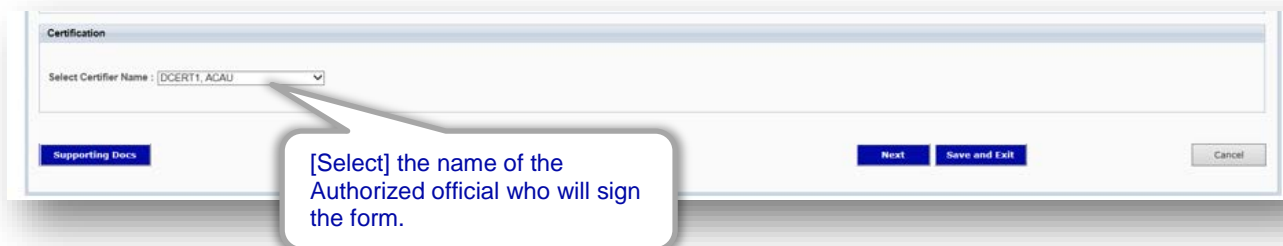


Figure 6 - Certification

Note: QIB must be signed by the Certifier before it can be certified online.

The system will display the QIB in the State Approved Format. The QIB must be printed prior to certifying the form. After the State Approved Format of the QIB is signed by the county authorized certifier, the form is mailed to CSB. The signed QIB form can be scanned, emailed, or faxed to CSB.

Indiana Child Support Bureau
ATTN: Financial Quality Assurance
402 West Washington St., MS 11
Indianapolis, IN 46204
Fax #: 317-972-0105
Email: CSBQA@dcs.IN.gov

Step 1 – The state approved format of the QIB form will open. [Click] **Print**. Once the document prints, [click] **Submit**. (See **Figure 7**)

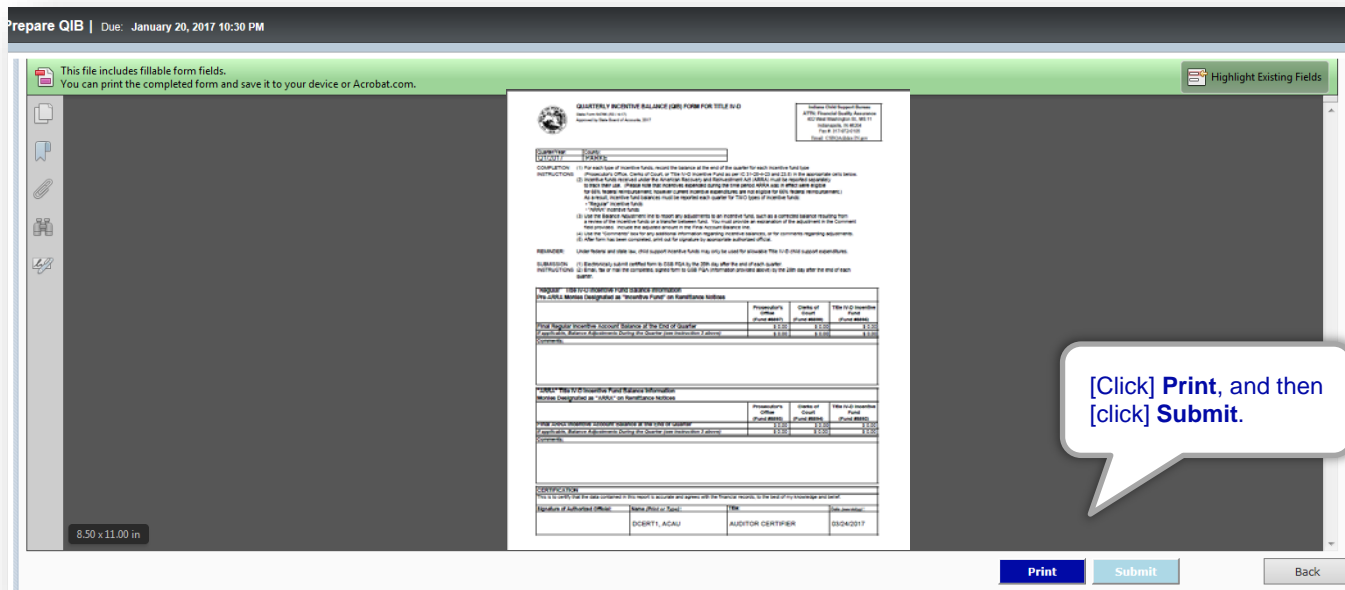


Figure 7 – QIB PDF Form

Send to State or Not Certifying the QIB

After the QIB is prepared and submitted for certification, the form is sent as a new task to the electronic certifier's My Work screen.

Sending the QIB to the State

Note: Users with *Send to State* access will also receive an email notification when the task appears in their *My Work* screen.

Step 1 – [Click] the **Send to State QIB** blue link. (See **Figure 8**)

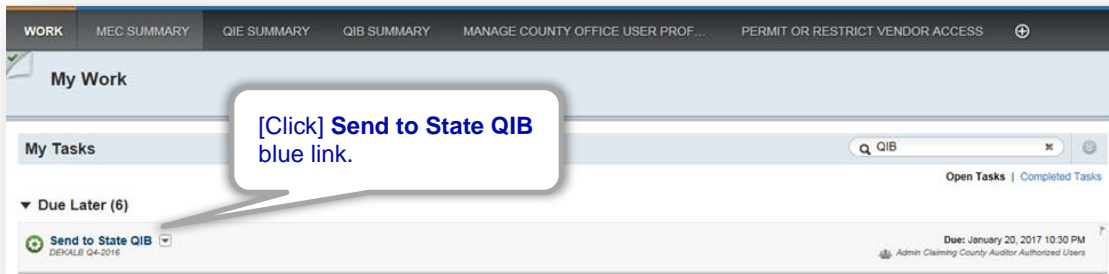


Figure 8 – Send to State task

Step 2 – A non-editable QIB form will open. [Click] the **Send to State** button to submit the electronic (unsigned) copy to CSB. (See **Figure 9**)

Send to State QIB | Date: January 20, 2017 10:30 PM

Quarterly Incentive Balance (QIB) Form for Title IV-D 00Student55 01/10/2017 Instructions

• Certification process is complete after sending the signed form to CSB and clicking the Send to State button.

Form ID : 54766 Quarter/Year : Q4/2016 County : DEKALB

Regular Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final Regular Incentive Account Balance at the End of Quarter :	\$ 100.00	\$ 0.00	\$ 100.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

ARRA Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final ARRA Incentive Account Balance at the End of Quarter :	\$ 0.00	\$ 0.00	\$ 0.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

ARRA Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final ARRA Incentive Account Balance at the End of Quarter :	\$ 0.00	\$ 0.00	\$ 0.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

Form Preparer Information

Prepared By : 00STUDENT55, 00STUDENT55 Phone : (317) 999-9999 Prepared Date : 01/10/2017

Form Certifier Information

Certified By : 00STUDENT55, 00STUDENT55 Position : ABC Phone : (317) 999-9999 Certified Date : 01/10/2017

Supporting Documentation (OPTIONAL)

Supporting Docs

Send to State **Do Not Certify** **View Form** Cancel

[Click] Send to State to submit the form electronically to CSB.

Figure 9 – Non-editable QIB

Not Certifying the QIB

Step 1 – [Click] the **Do Not Certify** button to send the QIB form back to the Preparer to make corrections, if necessary. (See **Figure 10**)

Send to State QIB | Due: January 20, 2017 10:30 PM

Quarterly Incentive Balance (QIB) Form for Title IV-D 00Student55 01/10/2017 Instructions

• Certification process is complete after sending the signed form to CSB and clicking the Send to State button.

Form ID : 54766 Quarter/Year : Q4/2016 County : DEKALB

Regular Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final Regular Incentive Account Balance at the End of Quarter :	\$ 100.00	\$ 0.00	\$ 100.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

ARRA Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final ARRA Incentive Account Balance at the End of Quarter :	\$ 0.00	\$ 0.00	\$ 0.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

ARRA Title IV-D Incentive Fund Balance Information			
	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final ARRA Incentive Account Balance at the End of Quarter :	\$ 0.00	\$ 0.00	\$ 0.00
If Applicable, Balance Adjustments During the Quarter (See Instructions) :	\$ 0.00	\$ 0.00	\$ 0.00
Comments :			

Form Preparer Information

Prepared By : 00STUDENT55, 00STUDENT55 Position : ABC Telephone : (317) 999-9999

Form Certifier Information

Certified By : 00STUDENT55, 00STUDENT55 Position : ABC Telephone : (317) 999-9999 Certified Date : 01/10/2017

Supporting Documentation (OPTIONAL)

Supporting Docs

Send to State Do Not Certify View Form Cancel

[Click] Do Not Certify to send the form back to the preparer.

Figure 10 – Non-editable QIB

Step 2 – The user will be prompted to enter notes explaining why or what changes needed to be made. Enter the **Reason for Not Certifying** and [click] **Back to Preparer**. (See **Figure 11**)

Send to State QIB | Due: January 20, 2017 10:30 PM

Additional Information for Not Certifying QIB

Form ID : 54766 Quarter/Year : Q4/2016 County : DEKALB

Reason for Not Certifying * :

Back to Preparer Cancel

Enter the reason for Not Certifying the form.

[Click] Back to Preparer to send the form back to the preparer's inbox.

Figure 11 – Not Certifying QIB

QIB Summary

The QIB Summary displays a detailed history or 'audit trail' of what actions have been completed for any particular QIB form. A user can view the QIB Summary to see if a form has been Submitted, Sent to State, Not Certified, Accepted, Not Accepted, and so forth. A user can search by date, range, office, quarter, etc.

Step 1 – From the My Work screen, [click] **QIB Summary** link. (See **Figure 12**)

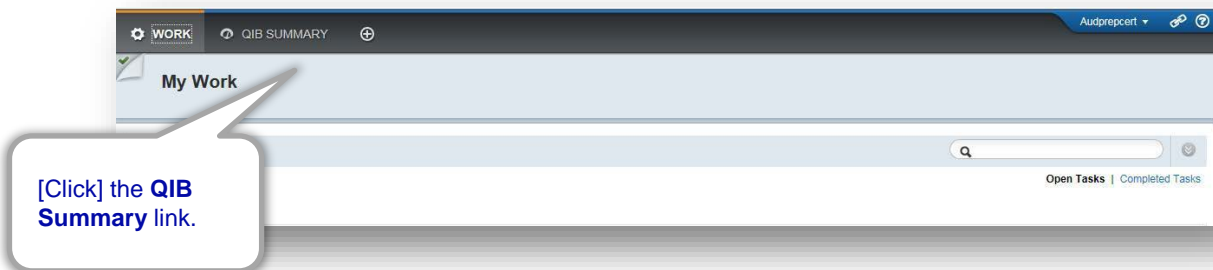


Figure 12 – QIB Summary

Step 2 – [Enter] search criteria and [click] **Search**. (See **Figure 13**)

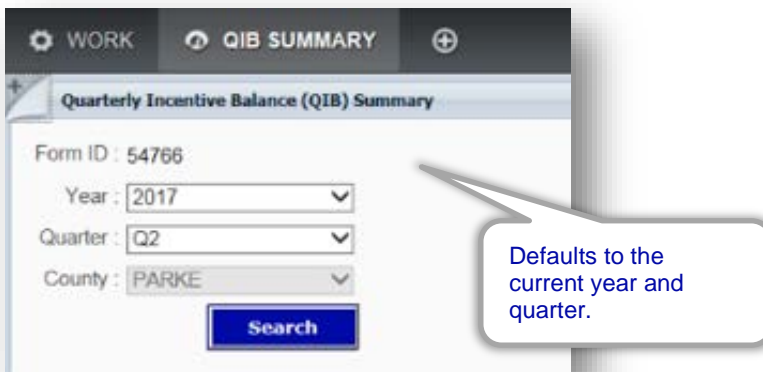


Figure 13 – Entering Search Criteria

Step 3 – [Click] **View Form** to view the non-editable QIB form. (See **Figure 14**)



Figure 14 – Summary information

Note: If the form is only showing Submitted, but not Sent to State, then it was not sent to CSB.

Step 4 – Review the QIB Summary information. (See Figure 15)

WORK QIB SUMMARY acaudprep1

Quarterly Incentive Expenditure Form

Form ID : 54766 Quarter/Year : Q2/2017 County : PARKE

Regular Title IV-D Fund Incentive Balance Information

	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final Regular Incentive Account Balance at the End of Quarter :	\$ 100.00	\$ 100.00	\$ 100.00
If Applicable, Balance Adjustments During the Quarter :	\$ 100.00	\$ 120.00	\$ 100.00

Comments :
Test

ARRA Title IV-D Incentive Fund Balance Information

	Prosecutors Office	Clerks of Court	Title IV-D Incentive Fund
Final ARRA Incentive Account Balance at the End of Quarter :	\$ 100.00	\$ 200.00	\$ 100.00
If Applicable, Balance Adjustments During the Quarter :	\$ 100.00	\$ 100.00	\$ 100.00

Comments :
Test

Form Preparer Information

Prepared By : AUDPREP1, AC Telephone : (317) 212-2000
Position : AUDITOR Prepared Date : 03/07/2017

Supporting Documentation (OPTIONAL)

Supporting Docs Back

Figure 15 – Summary Information

Reminder: The Quarterly Incentive Balance (QIB) Report Forms must be submitted electronically via the IV-D Expenditure Portal and are due by the 20th day of the month following the end of a quarter. The signed copy of this form is due by the 28th day of the month following the end of a quarter.

If the 20th of the month falls on a weekend or a holiday, the electronic form will be due on the next business day. If the 28th of the month falls on a weekend or a holiday, the signed copy form will be due on the next business day.

Appendix A - Email Notification Message Examples

Please login to the CSR as your QUARTERLY INCENTIVE BALANCE FORM (QIB) is available for you to complete. The QIB is due by 01/20/2017.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been Submitted on 12/14/2016 by VENDAUDPREP.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been electronically Sent to State on 12/14/2016 by AUDCERT, ALIC .

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

DEARBORN Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has Not been Certified on 12/16/2016 by AUDCERT, ALIC . Additional Notes: testing.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been Accepted on 12/14/2016 by ACDCSAO, DANYIEL BETH.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

CASS Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has Not been Accepted on 12/16/2016 by ACDCSAO, DANYIEL BETH. Additional Notes: testing. Please login to the CSR as your QIB is available for you to resubmit. The QIB is due by 01/29/2017.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

Figure - 1: DCS-AO message

Appendix B – Confirmation and Alert Messages

Cancel Button

[Click] **Cancel** on a screen and a confirmation message will appear. [Click] **Yes** to cancel any data entered and to reassign the task to the My Work screen. [Click] **No** to minimize the message window and return to the previous screen.

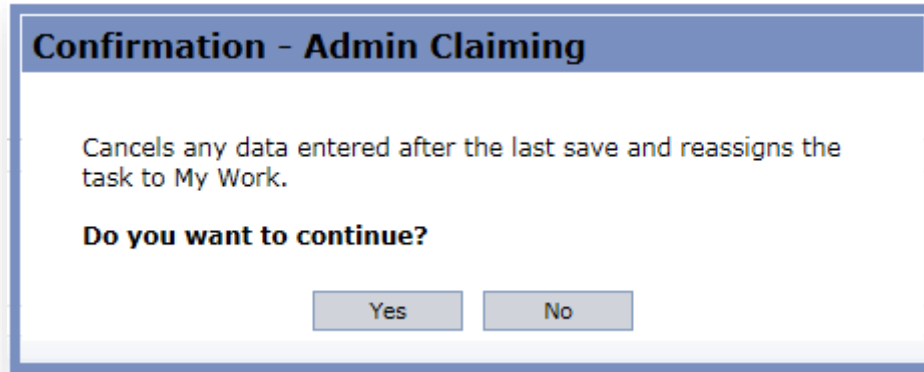


Figure 2 – Cancel Alert

Reporting Zero Data

If all fields have zero amounts entered, a confirmation message appears. Fields default to zero unless an amount is entered. [Click] **Yes** to continue if the zero reportable amounts are correct. [Click] **No** to return to the previous screen.

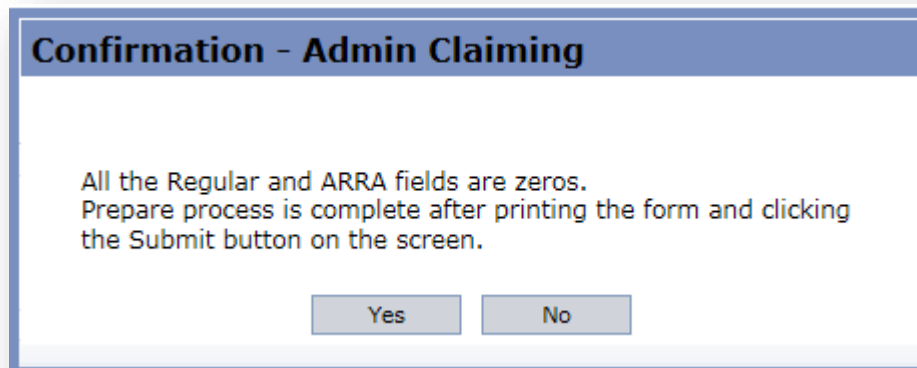


Figure 3 – Reporting Zero Data

Appendix C – Uploading Optional Supporting Documentation

When Preparing the QIB Form

To upload optional supporting documentation to assist in filling out the online forms, select the **Support Docs** button when preparing the QIB form.

Step 1 – [Click] the **Supporting Docs** button. (See **Figure 4**)

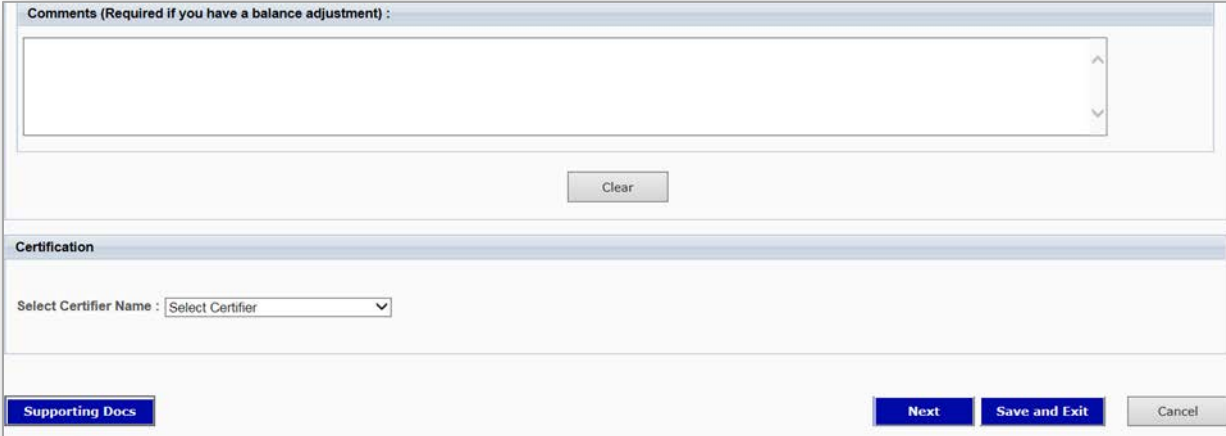
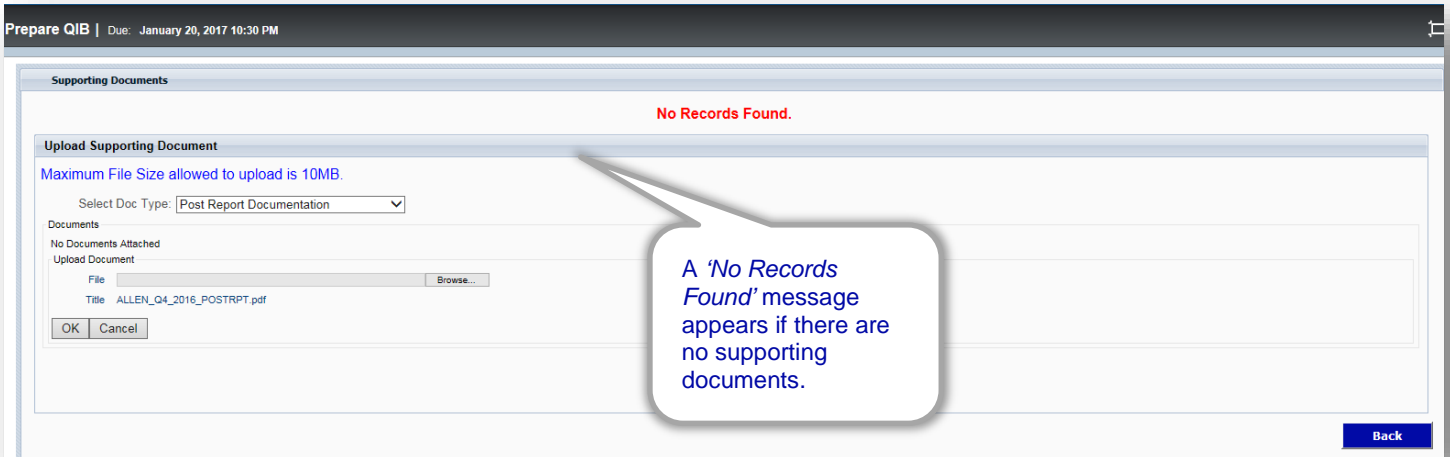


Figure – 4: Prepare QIB screen

[Click] **Supporting Docs**.

Step 2 – If there are no supporting documents attached, there will be a *'No Records Found'* message. (See **Figure 5**)



A *'No Records Found'* message appears if there are no supporting documents.

Figure - 5: Upload Supporting Documents Screen

Step 3 – [Click] **Browse** to search for document (See **Figure 6**).

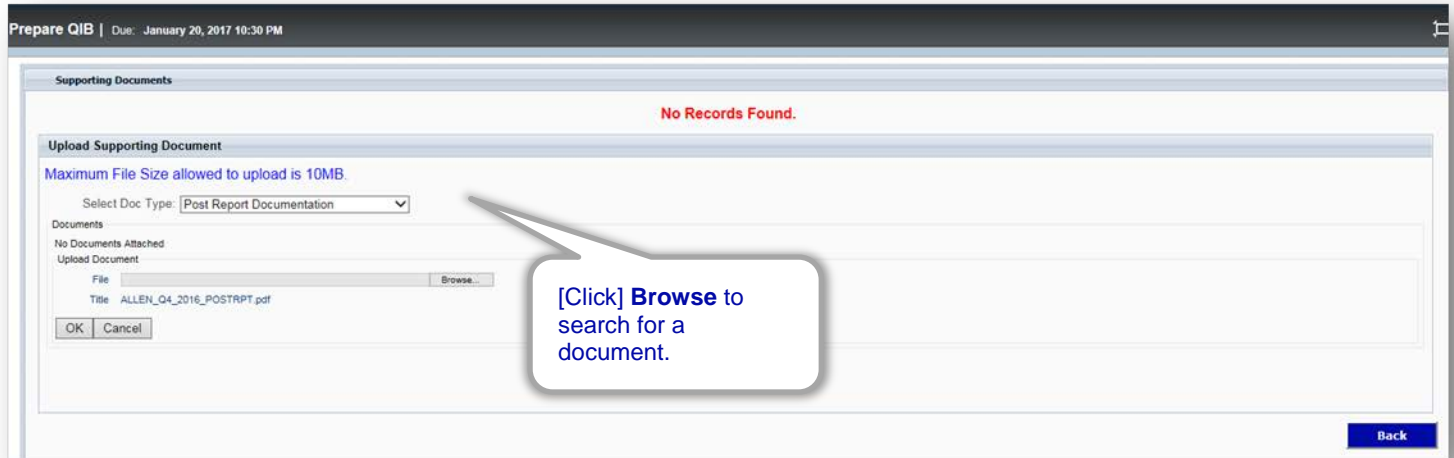


Figure - 6: Upload Supporting Document Screen

Step 4 – [Click] the dropdown box under **Select Doc Type** to choose the document type. Next, [Click] the **OK** button. (See **Figure 7**)

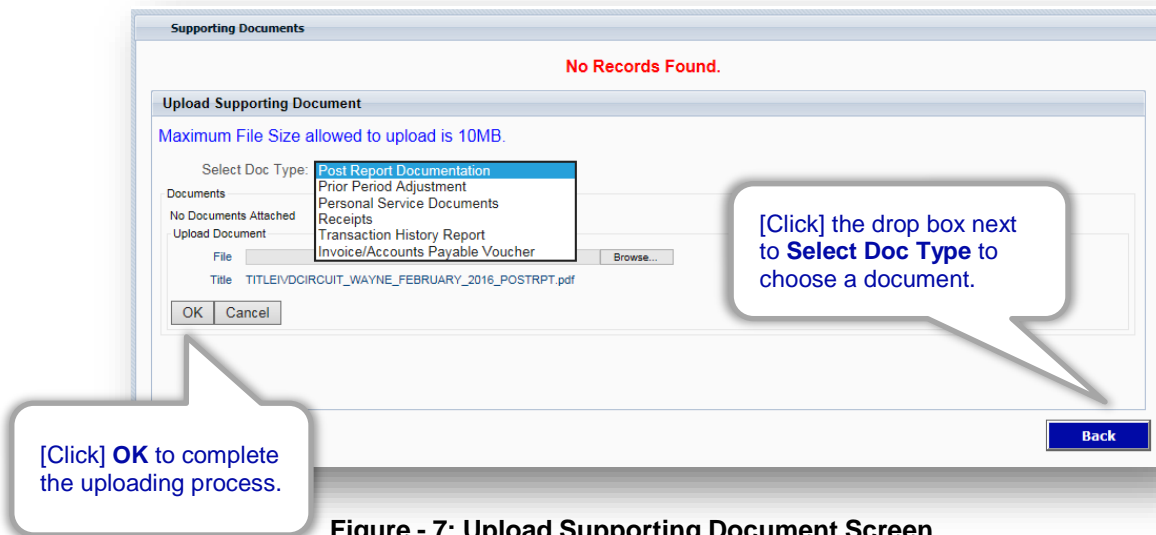
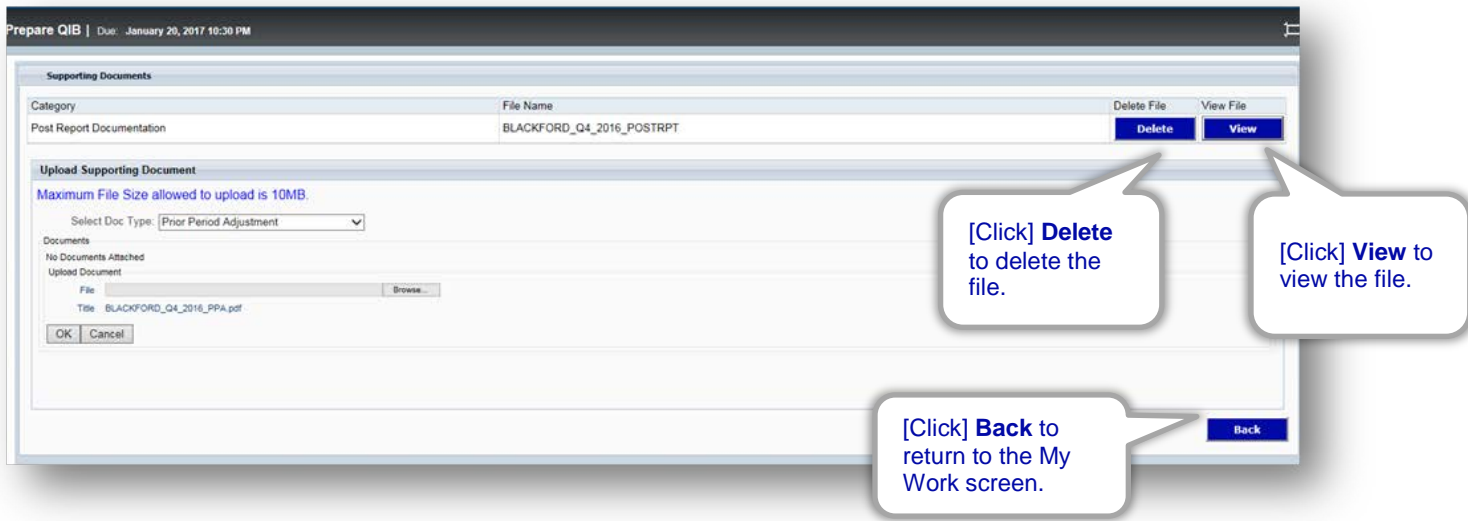


Figure - 7: Upload Supporting Document Screen

Note: The maximum file size for uploads is 10MB for each attachment.

IV-D Expenditure Portal (QIB) Smart Guide

Step 5 – To view the uploaded document, select the **View** button. A user can also remove the uploaded document by selecting the **Delete** button. Select the **Back** button to return to the **My Work** screen. (See **Figure 8**)



Note: If there are no supporting documents, **Supporting Docs** will be greyed out and unclickable.

Figure – 8: Upload Supporting Document Screen

Note: As a preparer, the supporting documents can be edited or deleted until the QIB is certified. The documents can be viewed after the QIB has been approved by CSB in the QIB summary screen.

When Sending the QIB Form to the State

Step 1 – [Click] **Supporting Docs** to view supporting documents uploaded by a preparer, if any. (See **Figure 9**)

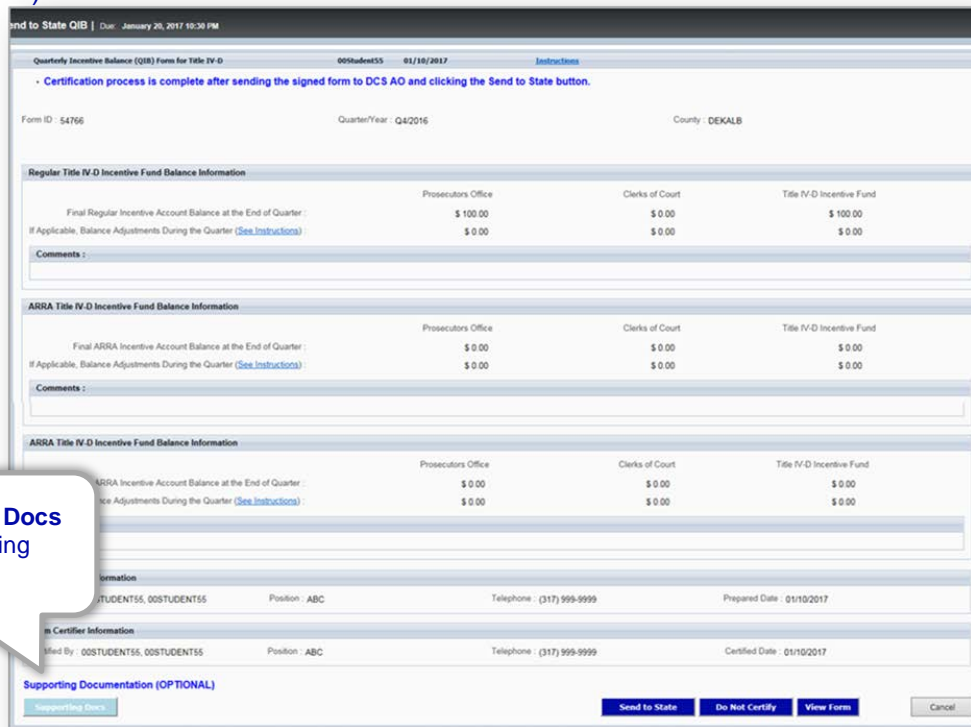


Figure - 9: Send to State QIB Screen

Step 2 – [Click] **View** to open the supporting document, or [click] **Back** to return to the previous screen. (See **Figure 10**)

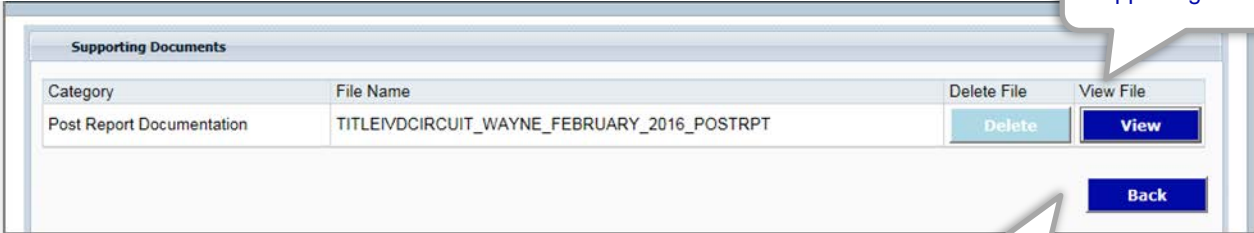


Figure – 10: Send to State QIB Screen

[Click] **Back** to return to the previous screen.

Appendix D – IV-D Claims Resource Guide

Child Support Resources Website (CSR) / Claims-Incentives page

Child Support Resources website (CSR)

- 1) From the CSR home page, select the IV-D Claims – Incentives link
- On the IV-D Claims – Incentives page, you will find the following:*
- 2) Links to Federal guidelines
- 3) IV-D Expenditure Portal
- 4) Interim Guidance Documents
- 5) Inventory Listing
- 6) Self-led Claims Training PowerPoint
- 7) IV-D Expense Reporting and Reimbursement Guide
- 8) IV-D Expenditure Portal Guidance and Training guides
- 9) Most recent county quarterly Incentive Fund Balances

Note: Because the IV-D Claims – Incentive website is constantly experiencing improvements and upgrades, you will find the most up-to-date version of the IV-D Expenditure Portal guides and information.

Resources Found on the CSR under the IV-D Claims-Incentives page

Log onto: <https://myshare.in.gov/dcs/isets/CSBResources/administrative%20claiming/Pages/Claims%20Home.aspx>

IV-D Claims Supporting Documentation Forms

• Activity Summary (listed as • Clerk Employee Child Support Activity Summary • Prosecutor and IV-D Court Employee Activity Summary)

This form is used to calculate paid time off for part-time IV-D/child support employees and provides a rolling average percentage of IV-D/child support hours worked. This percentage is then used on the Personal Activity Report (PAR). This form is found on the CSR on the IV-D Claims-Incentives page under **Time and Effort Forms**.

• Personal Activity Report (PAR) (please note there are separate forms for Clerks and Prosecutors/IV-D Courts)

This form is used to track hours worked by part-time IV-D/child support employees to provide hours and percentages for IV-D/child support and non IV-D/child support hours. This form is found on the CSR on the IV-D Claims-Incentives page under **Time and Effort Forms**.

• Semi-Annual Certification (listed as • Clerk's Time and Effort Certification (100 percent Child Support Duties) • Prosecutor and IV-D Court 100 percent IV-D Effort Certification)

This form is for full-time IV-D/child support employees. It's to be signed twice yearly and certifies that 100% of the employee's time is spent on IV-D/child support. Please note the dates certified are those dates that IV-D work has already been completed. For example, this document should be completed in January 2016 for 100% IV-D work effort completed July - December 2015. This form is found on the CSR on the IV-D Claims-Incentives page under **Time and Effort Forms**.

• Personal Services Expenditures Worksheet

This worksheet automatically calculates the total county paid salary and benefits for all employees for the Personal Expense category of the Monthly Expense Claim Form and is found on the CSR on the IV-D Claims-Incentives page under **Time and Effort Forms**.

• Inventory Listing

This spreadsheet is filled out when a purchase is made with any IV-D funds and is found on the CSR on the IV-D Claims-Incentives page under **Claims Guide, Interim Guidance and Inventory Listing**.

Helpful Information Regarding IV-D Claims Reporting

• IN IV-D Expense Reporting Guide

This guide details reporting guidelines and procedures and is found on the CSR in the IV-D Claims-Incentives link under **Claims Guide, Interim Guidance and Inventory Listing**.

• User Administration Smart Guide

This how-to guide for user management is found on the CSR in the IV-D Claims-Incentives link under **IV-D Expenditure Portal Guidance and Training**.

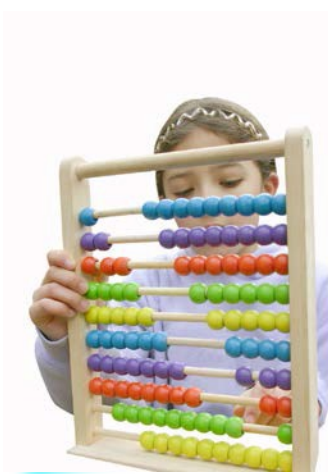
• Code of Federal Regulations

–45 C.F.R. § 75 Subpart E - *General Provisions for Selected Items of Cost*: This section of the C.F.R. provides guidance on whether or not Federal grant money may be used for a particular type of expense. This is found on the IV-D Claims-Incentives page under **Cost Principals** on the right-hand side.

–45 C.F.R. § 304– *Federal Financial Participation Rules*: This section of the C.F.R. provides guidance on activities/expenditures which are allowable and unallowable for FFP. This is found on the IV-D Claims-Incentives page under **Federal Financial Participation Rules** on the right-hand side.

• Indiana Gateway for Government Units (Gateway) Website: Log onto: <http://www.in.gov/dlqf/#>

The Gateway Tool is a place for counties and auditors to publicly report budget information. The Gateway Tool's budgets and reports can be useful metrics, but the data displayed should not be used as supporting documentation for your IV-D claims.



Designed by CSB

Communication and Training Unit (CTU)

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