

Attachment 1.

Instructions For the Completion of the FY2009 Title XX Report

1. The name of the Board should be entered into the appropriate space.
2. In columns (2) through (4) the Board or Agency should enter the total Federal reimbursement received, (or billed and will be received) for each service type by each recipient eligibility category.
3. In columns (5) and (6), for each service, the Board or Agency should enter the total Federal reimbursement received, (or billed and will be received) for children, (17 years of age or less) and adults, (ages 18 and over). The sum of columns (2) through (4) must equal the sum of columns (5) and (6).
4. In columns (7) and (8), the Board or Agency should enter the total number of children recipients and the total number of adult recipients that received the service and were included in the expenditures reported in columns (5) and (6). These recipient counts reported for each service must be unduplicated for each service, (i.e. a recipient may only be counted once for each service but may be counted in more than one service).
5. In columns (2) through (6) in the row titled "Total" the Board or Agency should enter the sum of the expenditures in that column. Again, the sum of columns (2) through (4) must equal the sum of columns (5) and (6). In columns (7) and (8) in the row titled "Total" the Board or Agency should enter an unduplicated count of all children recipients and the total number of adult recipients that received that service and were included in the expenditures reported in columns (5) and (6). This should be an unduplicated count of all services, (i.e. if a recipient received more than one service, that recipient would only be counted once).
6. In the space entitled "Board Administration Total Expenditures", the Board should enter the total Federal reimbursement received, or will be received for Board administrative expenditures. Most Boards do not claim any Title XX administrative expenditures. If this is the case, this space should be left blank.
7. In the space entitled "Children plus Adults plus Board Administration" the Board should enter the sum of the total Children Expenditures, the total Adult expenditures, and Board Administration amount, if any. If the Board will be utilizing it's entire FY2009 Allocation, this number should be equal to the Final FY2009 Allocation. These allocations are attached to this memo.