



1530.10: Request for State Funds - Initial Request (Form 787A)

Newly receiving Units complete Form 787A to apply for an initial allocation of State funds. Forward the original and 2 copies of Form 787A to the DHS local office by the 5th workday of the month prior to the month for which funding is requested. The DHS local office forwards Form 787A to OFS so that it is received by the 15th of the month. **For example**, if the Unit is applying for State funds for May, forward Form 787A to the DHS local office by April 6. Revenue is recognized when received and expenses are recognized when paid.

a. Current Caseload

Enter the total cases and total persons for each program- Transitional Assistance and Family and Children Assistance.

b. Actual Expenses for Fiscal Year-to-Date

Enter the actual expenses for the Unit for the fiscal year to date.

c. Less Revenues Received Fiscal Year-to-Date

1. Enter funds owed DHS for previous allocations issued within the past 84 months as established by the annual reconciliation. If a Unit had a surplus owed DHS as a result of an annual reconciliation and they no longer requested/received funds, such surplus will be considered available for 84 months. Upon reapplication for state funds, the surplus is applied unless the Unit verifies the surplus was spent for GA expenses while not a receiving Unit.
2. Enter the tax collections for the fiscal year to date.
3. Enter the Tax Anticipation Warrants sold during the fiscal year to date.
4. Enter the net of the amount received from other funds.
5. Enter the amount of interest income during the fiscal year to date.
6. Enter any refunds or other revenue received during the fiscal year.
7. Enter the amount of DHS charge backs for items such as non-GA expenses, audit adjustments, pay back to hospitals, etc.

d. Total Income

Enter the total revenues received plus DHS charge backs.

e. Need for State Funds/(Surplus)

Enter the difference between actual expenses and total income.

f. Current Bank Balance

Enter the amount of the current bank balance at the time the form is completed.

The newly receiving Unit can apply for an extra allocation to cover needs until the ongoing allocation starts.

g. Estimated Expenses for Month

Enter the estimated expenses for the month prior to the initial allocation month.

h. Estimated Income for Month

Enter the estimated income for the same month.

i. Extra Month's Need for State Funds/(Surplus)

Enter the difference between Line 1 and Line 2.

Example: A Unit submits a request on August 5th for State funds for September. The Unit's fiscal year is April through March. Total income and total expenses for the months of April through July are used to determine State funding for the allocation month of September. Estimated income and expenses for the month of August are used to determine the Unit's need for the extra month's allocation. If eligible, the extra month's allocation will be paid in September (in addition to the regular September allocation based on April through July expenses and income). Beginning with Form 787 submitted in September actual income and expenses from August are used to compute the October allocation.