



## 1505.4: Allocation of State Funds - Ongoing Request

State funds allocated for a given month are based on income and expenses of the Unit in the month 2 months prior to the allocation month, and the Unit's cash balance. To request State funds, the GA Unit completes and submits the original and 2 copies of General Assistance Monthly Report and Request for State Funds (Form 787) to their DHS local office no later than the 5th workday of the month prior to the month for which funds are requested. The DHS local office forwards the original to OFS so that it is received by the 15th of the month. For example, a request for State funds for April 1999, must be received by DHS by March 7th. Funds would be paid to the Unit once a month (on or about the 10th). In this example, the April allocation would be paid on or about 04/10.

Legally available taxes and unobligated balance are not considered in the monthly allocation. If the Unit sells Tax Anticipation Warrants, they are counted as income in the month the income is received.

➡ The receiving GA Unit submits the original and 2 copies of Determination of the Unobligated Balance Available \*\*\*\*\* (Form 180) annually to the DHS Office of Fiscal Services within 5 workdays of the close of the Unit's fiscal year.

All allocation requests and calculations are based on calendar months and the yearly reconciliation is done at the end of the Unit's fiscal year. Any adjustments for over or under funded Units are reflected in the following fiscal year.

If a Unit has a surplus owed DHS as a result of an annual reconciliation and they are no longer requesting/receiving funds, the surplus is 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.