

The following is a checklist to aid in determining how to claim cost for ADP Equipment. All ADP cost may be claimed as 383 and distributed to all cost pools. Or ADP cost can be cost allocated to Services, Income Maintenance, or Child Support cost pools directly, based on staff function. Cost must be claimed based on where staff spend 100% of their time and where their time is coded on the DSS 1571. The checklist below will assist you in making these choices and provide necessary backup for monitoring and audit purposes.

- 380 Service Programs
- 381 Income Maintenance Programs
- 382 Child Support Services
- 383 General Administrative functions

**ADMINISTRATIVE STAFF**

CODE 383	CODE 380	CODE 381	CODE 382	STAFF FUNCTION
Y	N	N	N	ADMINISTRATIVE STAFF CODED 98 ON DSS1571

**SERVICE STAFF**

CODE 383	CODE 380	CODE 381	CODE 382	STAFF FUNCTION
Y	Y	N	N	CHILD WELFARE ONLY
Y	Y	N	N	ADULT SERVICES ONLY
Y	Y	N	N	CHILD DAY CARE ONLY
Y	Y	N	N	WORK FIRST ELIGIBILITY & EMPLOYMENT ONLY
Y	Y	N	N	MEDICAID TRANSPORTATION
Y	Y	N	N	COMMUNITY ALTERNATIVES PROGRAM
Y	Y	N	N	SPECIAL ASSISTANCE IN HOME
Y	Y	N	N	SERVICE SUPERVISORS AND SERVICES SUPPORT ONLY
Y	N	N	N	SERVICES SUPERVISORS AND SERVICES SUPPORT INCOME MAINTENANCE AND CHILD SUPPORT

**INCOME MAINTENANCE STAFF**

CODE 383	CODE 380	CODE 381	CODE 382	STAFF FUNCTION
Y	N	Y	N	FOOD AND NUTRITIONAL SERVICES ONLY
Y	N	Y	N	MEDICAID ALL ADULT/FAMILY AND CHILDREN'S/HEALTH CHOICE ONLY
Y	N	Y	N	SPECIAL ASSISTANCE ONLY
Y	N	Y	N	REFUGEE ONLY
Y	N	Y	N	LIEAP/CIP ONLY INCOME MAINTENANCE
Y	Y	N	N	LIEAP/CIP SERVICES ONLY
Y	N	N	N	ALL MEDICAID'S, FNS, SPECIAL ASSISTANCE, ENERGY AND WFFA ELIGIBILITY AND OR SERVICES
Y	N	Y	N	INCOME MAINTENANCE SUPERVISOR AND SUPPORT STAFF ONLY
Y	N	N	N	INCOME MAINTENANCE SUPERVISOR AND SUPPORT STAFF, SERVICES OR CHILD SUPPORT

Figure III-B-2

## CHILD SUPPORT

<b>CODE 383</b>	<b>CODE 380</b>	<b>CODE 381</b>	<b>CODE 382</b>	<b>STAFF FUNCTION</b>
Y	N	N	Y	CHILD SUPPORT ONLY
Y	N	N	Y	CHILD SUPPORT SUPERVISOR AND SUPPORT STAFF ONLY
Y	N	N	N	CHILD SUPPORT SUPERVISOR AND SUPPORT STAFF, SERVICES AND INCOME MAINTENANCE

Grant funded positions with overhead claimed as non-reimbursable should be claimed based on how staff are coded on the DSS 1571.