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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-61

Date: April 16, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: Adjustment Claim for Additional State Aid on Expenditure
100 Percent Reimbursable (RF3)

ATTACHMENTS: Schedule RF3 (not available on line)

When the Schedule RF3 was revised effective October 1990, Columns 4 through 7 on Line 7 - Removals and Line 8 - Guide Dogs were left completely open as prime data fields. This condition allows each district to enter any number in Columns 6 and 7, even though it would not be mathematically correct. The amount that goes in Column 6 - Net Expenditures is the result of the amount in column 5 subtracted from the amount in Column 4 and should therefore be a calculated field. The amount that appears in Column 6 on Lines 7 and 8 would be entered in Column 7.

We are in the process of correcting the Automated Claiming System to have Columns 6 and 7, Lines 7 and 8 calculated fields. Until this change is effected, local districts should verify the mathematical accuracy of these two lines. Any local district that has an incorrect claim(s) in the ACS should enter a supplemental to correct it.

Please remember that the Removals Line 7 should only contain expenditures for FNP cases. Removals for ADC cases should be claimed in the first instance on the Schedule A in the RF2 claim package. Then only the additional State reimbursement would be claimed on the RF3 on Line 1 like any other ADC expenditure reported on the Schedule A.

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Any questions you may have concerning this memorandum should be directed to either the Upstate Office at 1-800-342-3715, extension 4-7549, or Marvin Gold Metropolitan Office at (212) 804-1108.

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Office of Financial Management