

Fiscal Year End Communication to Counties
Dec. 27, 2019

- 1. Recommendations for vehicles purchased with social service dollars (levied and/or formula payment)**
 - Recommendation # 1:
 - Transfer titles of non-host county vehicles to the host county of the human service zone
 - If this is completed, the non-host county shall also transfer any reimbursement from the Department of Human Services (DHS) associated with the vehicle insurance coverage. The non-host county and the host county shall determine if the remaining insurance amount that is not reimbursed by the DHS shall be paid by the non-host county.
 - Recommendation #2:
 - The non-host county can add a third-party insurance to allow the zone workers to utilize the vehicles.
- 2. End of Year Payroll**
 - It will be acceptable for the non-host county to hold funds needed to pay the December 2019 payroll in January 2020. The non-host auditor will need to make an estimate of what is needed to make the final payroll and transition the remaining fund balance to the host county. If there is a remaining balance after the payroll payment is made, it shall then be transferred to the host county.
- 3. End of Year Expenses**
 - Expenses received in 2019 by the county shall be paid in 2019 by the that county.
 - Direct expenses received in January 2020 for December 2019 shall be paid by the zone. If a county has a bill that was received in 2019, they may not give that invoice to the human service zone.
 - Indirect expenses received by a county in January 2020 for December 2019 shall be paid by that county.
 - Counties shall not prepay for expenses outside of typical prepay items. For example, health insurance premiums typically paid in December for January premiums must continue in order to capture 12 months of expenses for the fiscal year. However, purchasing excess office supplies, prepaid utility, or prepaid rent expenses that are not typical expenses for the county for a fiscal year is not allowable. DHS will request an end-of-year report for each county. If items were prepaid in 2019, the department will reduce the June 2020 payment.
- 4. CY 2020 Human Service Zone Human Services Fund Transfer authority to the non-host county.**
 - The human service zone only has the authority to transfer a non-host zone county's share of its indirect formula payment funds after January 1, 2020. The zone does not have the authority to transfer any other funds out of the Human Service Zone Human Services Fund to a non-host county. Therefore, a county cannot utilize or transfer funds from the Human Service Zone Human Services Fund to reimburse a county for expenses that occurred during the 2019 fiscal year.
- 5. CY 2020 Transfer to the Human Service Zone Human Services Fund**
 - Pursuant to NDCC§ 50-35-06.1 "The county treasurer shall transfer the full amount of the service area human services fund to the human service zone human services fund on January 1, 2020."
 - The county may utilize this section of law as support for their voucher.
- 6. Budget**
 - Salary increases will need to be submitted to DHS for approval (reclassification, increase in workloads, etc.)
 - Counties may make the January increase based on those indicated in the approved 2020 budget.
 - Budget amendments within line items

- NDCC§ 50-01.1-04 “The board of county commissioners may not take any action to amend or modify the amount approved by the department. The board of county commissioners may make recommendations to the human service zone director and the department to amend or modify the amount proposed or budgeted.”
 - Over expending budgets
 - NDCC§ 50-35-05(2) “If, due to unforeseen or other extenuating circumstances, a human service zone’s formula distribution payment, the county’s cost allocation of indirect costs, and balance of moneys carried over pursuant to subsection 2 are not sufficient to meet the expenses of that human service zone, the director may approve a transfer from the human service finance fund to the human service zone human services fund.”
 - The department will look to create a process for the above situation.
 - Ratifying Claims for payment
 - NDCC§ 50-01.1-04(2) Effective after December 31, 2019, the human service zone board shall establish procedures for the review and approval of all claims against the human service zone human services fund. The human service zone director or designee shall approve or ratify all claims against the human service zone human services fund. The county treasurer of the host county, shall pay approved or ratified claims from the human service zone human services fund.

7. Random Moment Time Study (RMTS)

- RMTS must be completed as a zone.
- Email requesting RMTS by zone workers has been completed by the Department.
- This will continue to be a monthly action. Currently 8 RMTS are done per quarter, per cluster group.

8. SFN 119

- SFN 119s must be submitted quarterly except for the months of June and September due to the different state fiscal and federal program reporting requirements.
- Quarters:
 - December – February submitted by March 10th
 - March – May submitted by June 10th
 - June submitted by July 10th
 - July – August submitted by September 10th
 - September - submitted by October 10th
 - October – November submitted by December 10th