Sheila, regarding the agenda item on the call today about financial training, attached for further clarification and discussion is a draft description.

Some questions related to this draft:

* Is the target audience finance managers or IV-D directors, or both?
* How far do we want to get into distribution and disbursement?  At least knowing there is a law or regulation on something helps to highlight the importance of it.  They don’t need to know the law or regulation verbatim, just that there are laws and regulations governing this stuff.
* For 157 lines 26 and 27, it could be a detailed training in itself.  Do we want that, or a higher-level overview?
* In reviewing financial modules from state computer systems, should we include reference or discussion of the federal certification guide and its requirements related to financials?
* In the likely event that states will often not have the luxury of the outgoing finance manager being able to train the new one, a contact from the Grant Management Office would be extremely helpful for new finance managers to answer questions and provide guidance.  Anyone else who could serve that role, such as Lisa Johnson or regional program specialists?

**Jim**

James Fleming

*Director*

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**Training on Financial Components of the Child Support Program- Modules (DRAFT November 4, 2019)**

**Child Support Financial 101**- From entry of the order, to distribution, to escheatment -a general overview of the travel of child support payments; roles and relationship of IV-D Directors and finance managers

High level overview of relevant CFRs

**Federal Reporting on line**- components of the various lines of each report (424, 157, 34, 396) and how to access OLDC. Various ways states gather information and populate the report (automation, manually)

**Financial audit Issues**-

A review of all lines on the 157 report but in particular the lines affecting collection and distribution Lines 26 and 27 Instructions and common issues

**OCSE 396** - discussion of program income, appropriate expenditures review of A 87. How to segregate costs for items covered by the state (visitation, employment activities)

**Limited Cost Audit** – Types of financial audits, method of performing audit, ramifications for failure, calculation of indirect cost rate for Judiciary and State Department for federal reimbursement

**Incentive dollars**- calculation of, estimating incentive dollars, ramifications of overestimating, segregating to avoid 66% reimbursement,

**Data Reliability Audit- Issues**, financial ramifications for failure of a performance measure, corrective action plan, payment of penalty, process to challenge findings. How does the State Audit coincide or relate to the federal audit where issues overlap; Roles and Communication between the state and OCSE and auditors; writing responses to the audit report

**Recoupment-** When is it appropriate, form whom cp or ncp, and best practices on how to recoup.

Recovery – debt now owed to the State (such as FEDO reversals and bad checks); best practices

**Account reconciliation**- States need assistance with account reconciliation between the child support bank account, financials on the child support computer system and the state financial program. Often state stakeholders are not clear as to why payments are posted in certain way, why they are held, the timing of distribution, IRS reversals, mis-postings, unidentified payments and a myriad of other issues that affect why the accounts do not reconcile.

**Financial Modules** from States computer system- Best Practices in programming, dashboards and automation.

**Federal reimbursement**—How does it work? When do you draw down? What does not qualify?

Federal Lifelines (Points of Contact) for IV-D Directors and program Finance Managers