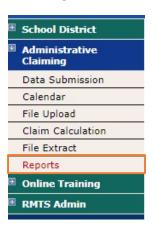
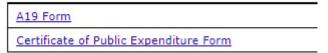
- 1. Sign in to the School Based Claiming website(SBC): <a href="www.chcf.net/chcfweb/">www.chcf.net/chcfweb/</a>
- 2. Navigate to the "Administrative Claiming" Section and click on "Reports".



3. There are two items to view/complete in this section of SBC. Please see below:

## Other AAC Reports

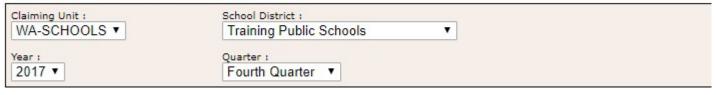


- 4. Open the A19 Form (either as a PDF or in Excel) for the quarter that you are working on.
  - a. Completing the Certificate of Public Expenditure Form (CPE) requires that the preparer balance the total amount of FFP Reimbursement (50%) with Local Match Funds (50%). The A19 Form will provide the amount of FFP.

DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE
	For services rendered in performance under					
	Contract Number: K1988					
	Period of Service: April - June 2017	,				
		-				
	Total Outreach & Linkage T19 Computable Cost				\$2,000.00	Note: This FF
	FFP Match Rate 50%				\$1,000.00	value will
		2				populate in
						the CPE form
		2	2	Total Computable	\$2,000.00	
			Total I	FFP Reimbursement	\$1,000.00	

- 5. Obtain the FFP, navigate back to the reports page, and click on "Certificate of Public Expenditure Form".
- 6. On the following page, select the appropriate options based on the quarter you are working on from the dropdown menus.

## Certificate of Public Expenditure Form



7. The area to add Local Match information will appear below the search fields.



- 8. To add a new funding source click on "Add Row".
- 9. Next, fill in the appropriate information for the funding source.
  - a. To add additional funding sources, simply click "Add Row", and fill in the information.

Delete	Name of Local Mate (Funding Source)			evenue Account ode	Amount
	Local Property Tax	110	1100		500
	Investment Earnings	230	2300		500
	Al	DD ROW	SAVE	DELETE ROW	
	[ Ai	View As		ack to Reports	

- 10. After entering the funding source(s), click "Save" to store what was entered.
- 11. The CPE form is now ready to view in Microsoft Excel. To do so, click on "View as Excel" and the file will download to your computer.

Delete	Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount
	Local Property Tax	1100	500
	Investment Earnings	2300	500



12. The resulting form will appear as so. (full form on next page)

Health Care Authority (HCA)				
Certification of Public Expenditures (CPE)				
Local Match Certification				
This form must be completed and submitted pe	r the terms of the contract.			
HCA Contractor Name:	Training Public Schools			
	2000044000			
HCA Contract#:	00000K1988			
Invoice Time Period:	04/01/2017-06/30/2017			
Federal Financial Participation (FFP) @ 50% / 5	0% Split			
FFP (50%)  Note: This amount is the same	Local Match (50%)	Total Con	nputable	
\$1,000.00 that appears on the A19 Form	\$1,000.00	\$2,000.00	0	
List only the non-federal funds eligible to be use	ed as local matching funds per CER	//2 Sec //33	l 51	
Name of Local Match (Funding Source)	Prescribed Revenue Account	Amount		
	Code	4=00.00	Note: This is the	
Investment Earnings	2300	\$500.00	itemized breakdown	
Local Property Tax	1100	\$500.00	of the individual local match funds,	
	Charl Brist Not 7	\$1,000.00	as well as the total.	
	Check Point: Net Zero	\$0.00	Note: If the FFP and Local	
As the Designated Authorizing Representative:	<u> </u>		Match values balance, this field will display \$0.00	
I certify the expended amount shown on this do federal financial participation (FFP) in accordance that applied matching funds are not already use by other federal grants; and any applied donate Medicare and Medicaid (CMS).	ce with Certification of Public Expe	nditure (CP ral program	PE) CFR 42.Sec 433.51; ns and being reimbursed	
Authorizing Representative's Signature Date	Date	Title		
	T	1		
Printed Name of Authorizing Representative		Telephon Area Cod	ne Number (Including e)	

- 13. Review the information that populates in the resulting CPE form to ensure that it is correct and accurate.
- 14. Please note that if the FFP and Local Match values do not equal each other, the excel sheet will indicate that in the field "Check Point: Net Zero".
  - a. Correctly entering the Local Match information will result in the system inputting \$0.00.
  - b. Incorrectly entering the Local Match information will result in the system inputting a value other than \$0.00. Please see below:

Federal Financial Participation (FFP) @ 50% / 50% Split					
FFP (50%)	Local Match (50%)	Total Computable			
\$1,000.00	\$1,000.00	\$2,000.00			
List only the non-federal funds eligible to be used as local matching funds per CFR 42.Sec 433.51.					
Name of Local Match (Funding Source)	Prescribed Revenue Account Code	Amount			
Investment Earnings	2300	\$1,000.00			
Local Property Tax	1100	\$500.00			
		\$1,500.00			
Note: The value entered is -\$500.00.	Check Point: Net Zero	-\$500.00			
<b>\$505.00.</b>					

15. If the information and values appear correct, the process of generating the CPE form is now complete. The form is ready to print and be signed by the appropriate authorizing representative.