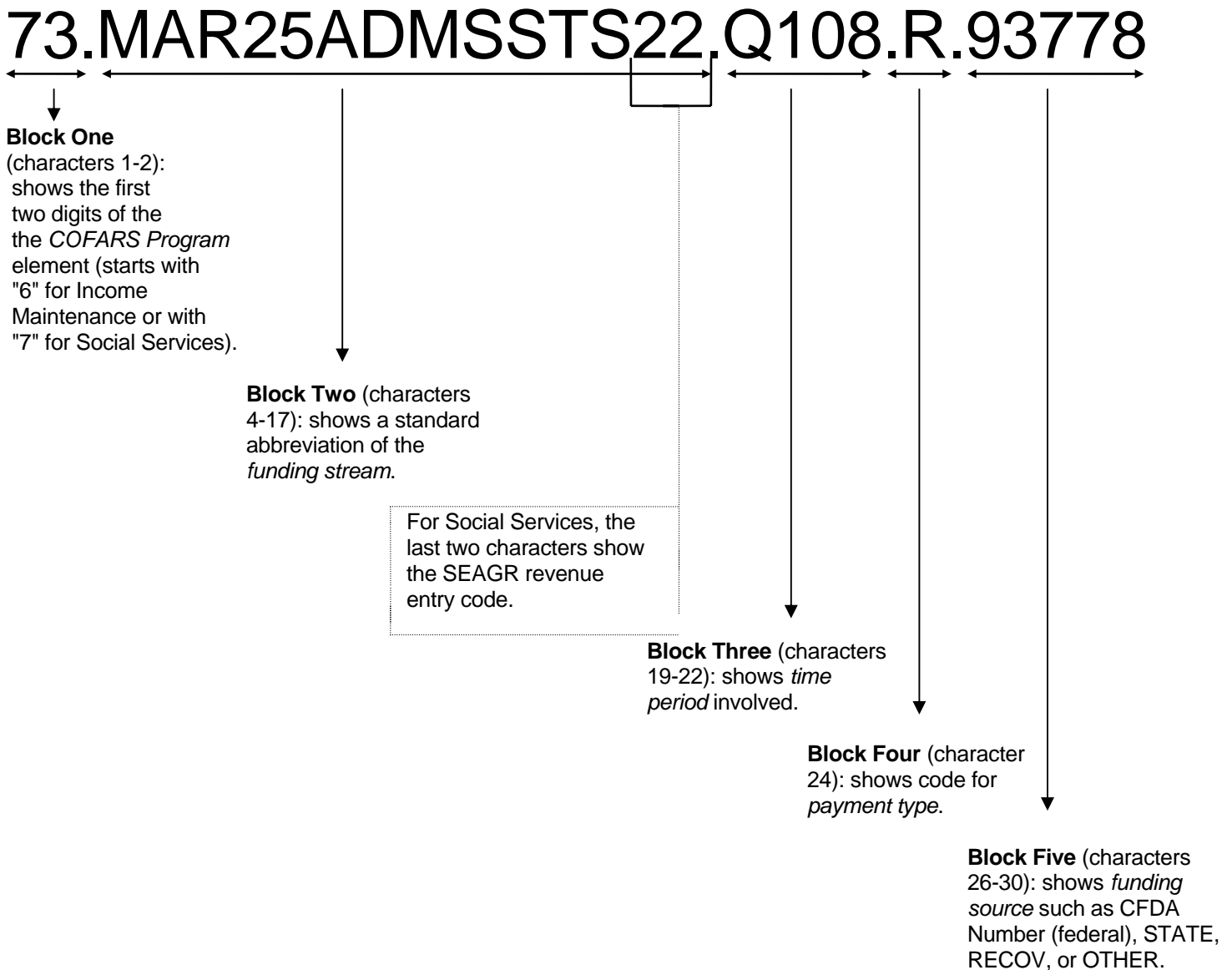


## Standard Invoice Field Code Format:

The DHS Financial Operations Division makes payments through the Minnesota Accounting and Procurement System (MAPS). The MAPS Invoice Field is 30 characters long. The standard invoice field code format is divided into five "blocks" which are separated by dots "." The dots count as a character. Each block is coded with specific revenue information that should help counties receipt routine payments from the DHS Financial Operations Division.

The example below shows how to report funds earned from Medical Assistance for administration in connection with implementing Minnesota Rules, parts 9530.6600 to 9530.6655, Chemical Dependency Care for Public Assistance Recipients (DHS Rule 25). The reimbursement was earned through the SSTS (Social Service Time Study) for the January-March quarter of 2008. Brief descriptions of the five "blocks" are shown below. More complete information, using this example, is included on the following pages.



# DESCRIPTION OF BLOCKS

## ***Block One: COFARS Program (characters 1-2)***

Block One consists of the first two digits of the *COFARS Program* into which the funding *should* be receipted, or into which DHS *recommends* receipting. These begin with "6" for Income Maintenance and "7" (as in the example) for Social Services.

As a convention, Block One will show "00" for the occasional funding stream which belongs to many COFARS Programs (such as parent fee collections), or which is associated with General Fund activity through County-wide Indirect Costs.

The two-digit codes are:

00	<i>Multiple COFARS Programs or General Fund</i>
60	<i>Income Maintenance Administration or Multiple Income Maintenance</i>
61	<i>MFIP/TANF</i>
62	<i>GA and GAMC</i>
63	<i>Food Stamps (includes FSET)</i>
64	<i>Child Support Enforcement (Title IV-D)</i>
65	<i>MA (except Waivers, Case Management, and Screening)</i>
66	<i>MSA</i>
68	<i>Refugee Resettlement</i>
70	<i>Multiple Social Service Programs</i>
71	<i>Children's Services</i>
72	<i>Child Care</i>
73	<i>Chemical Dependency</i>
74	<i>Mental Health</i>
75	<i>Developmental Disabilities</i>
76	<i>Adult Services</i>

## ***Block Two: Funding Stream (characters 4-17)***

Block Two consists of a 14-character abbreviation for the *funding stream*. In the example on the previous page, the "MAR25ADMSSTS22" stands for Medical Assistance Rule 25 Addministration, normally earned through the SSTS (Social Services Time Study).

Block One has already identified some of the distinctions involved, so the Block Two abbreviation only finishes the job. In the example at the beginning of Attachment A, the "73" had already made clear that the payment had something to do with Chemical Dependency.

For all social service funding (where Block One begins with "7"), the final two characters of Block Two (characters 16-17) display the SEAGR revenue supporting schedule entry code. If the funding is state (see Block Five), the entry code is for Schedule 2557.1. If instead the funding is federal (see Block Five), the entry code is for Schedule 2557.2. Finally, if the funding is a recovery or "other" (see Block Five), then the entry code is for Schedule 2557.3.

NOTE: The SEAGR entry code is the number on the right of the SEAGR revenue schedules. This entry code consistently points to a funding stream, and does not change from year to year like the arbitrary line numbers on the left. Also, in all cases, where "Other" or "Other (DHS Approved)" entries are involved, the first one of the two available is the one indicated by characters 16-17. If two funding streams are involved, *one* of them will need to be moved to the second available "Other" or "Other (DHS Approved)" entry.

In the example at the beginning of Attachment A, Block Two shows " MAR25ADMSSTS22". The last two characters of Block Two are "22" and the funding is federal (from Block Five). Therefore, this revenue should be included in Entry F22 on Schedule 2557.2.

For County-wide Indirect Cost reimbursement, the final two characters of Block Two (characters 16-17) will be "GF" for General Fund. This is because the General Fund is the usual accounting entity that had expenditures to be reimbursed in this fashion.

In some cases, federal and state shares will be identified by the final *alphabetical* character showing "F" or "S" as appropriate. For some social service funding, the final *alphabetical* character shows even finer detail by using a letter to stand for different kinds of federal funds ("B" for Block Grant), but still using the "S" for state.

*Block One and Block Two together occupy the first half of the Invoice Field - characters 1-17 and a dot in character place 3. The standard codes are shown in Attachments B and C. Note that the Attachments do not show the dots.*

## ***Block Three: Time Period (characters 19-22)***

Block Three consists of four characters which show the *time period* involved. The time period is for the actual payment (i.e. when earned) and is not necessarily the same as the period when paid. The last two characters of Block Three (21-22) will normally show the year involved. The example at the beginning of Attachment A shows "Q107" for the January-March 2008 quarter. Block Three abbreviations follow:

"Q108" for the January-March 2008 quarter  
 "JA08" for the month of January 2008  
 "FF08" for federal fiscal year 2008  
 "SF08" for state fiscal year 2008  
 "CY08" for calendar year 2008

The following abbreviations will be used to indicate the time period in Block Three:

CY	<i>calendar year</i>	January 1 - December 31
SF	<i>state fiscal year</i>	July 1 (prior year) - June 30 (that year)
FF	<i>federal fiscal year</i>	October 1 (prior year) - September 30 (that year)
Q1	<i>quarter one</i>	January-March (no matter what type of year)
Q2	<i>quarter two</i>	April-June (no matter what type of year)
Q3	<i>quarter three</i>	July-September (no matter what type of year)
Q4	<i>quarter four</i>	October-December (no matter what type of year)
JA	<i>January</i>	JL <i>July</i>
FE	<i>February</i>	AG <i>August</i>
MC	<i>March</i>	SP <i>September</i>
AP	<i>April</i>	OC <i>October</i>
MY	<i>May</i>	NV <i>November</i>
JN	<i>June</i>	DE <i>December</i>

#### **Block Four: Payment Type (character 24)**

Block Four consists of a one-character *payment type* code. The nine payment type codes and their meanings are as follows:

A	<i>advance payment</i>	Payment made prior to county disbursements and/or prior to report being received by DHS.
P	<i>preliminary payment</i>	Payment made after report received by DHS but prior to DHS audit.
R	<i>reimbursement</i>	Payment to reimburse county, netting off advances and/or preliminary payments, etc.
T	<i>reallocation payment</i>	Payment made to reimburse spending above a county's allocation, due to the reallocation of funds from a county which underspent.
S	<i>supplemental payment</i>	Payment made for a supplemental claim.
D	<i>refund</i>	Payment made to refund a county's overpayment.
C	<i>collection</i>	Payment made for collections made on behalf of the county.

N	<i>incentive payment</i>	Payment made as part of an incentive program to encourage county effort.
F	<i>final settlement payment</i>	Payment made reflecting final settlement for a specific period of all reimbursements, advances, preliminary payments, etc.

The example at the beginning of Attachment A shows "R" in Block Four, which indicates a standard reimbursement.

### ***Block Five: Funding Source (characters 26-30)***

Block Five consists of five characters which point to one of four *funding sources*. If the funding stream is a federal source, then the CFDA (Catalog of Domestic Assistance) number is shown. The CFDA number is useful for complying with the federal Single Audit Act requirements. In the example, the "93778" is the CFDA number for Medical Assistance, the source of the Rule 25 administrative reimbursement. The associated CFDA numbers are listed in Attachments B and C.

If the funding is non-federal, then Block Five shows one of the following:

STATE	if the funding is state
RECOV	if it <i>appears</i> to represent a recovery <i>from the county's perspective</i> (counties must, of course, determine whether this tentative conclusion is actually correct).
OTHER	if the funding is from some source other than those above (typically a foundation grant).

Note: For RECOV and OTHER payments in Social Services programs, the revenue should be considered "third party" and be listed on the Miscellaneous Revenue Schedule (2557.3) for SEAGR. The numerical coding in Block Two, characters 16 and 17, is for the SEAGR Schedule 2557.3.