

COUNTY CHECKLIST FOR DHS FISCAL REPORTS

The following reports are due from all county human service agencies:

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| _____ 1. SSTS Log Sheet (DHS SSTS-0804) | random moment date
+ 7 days |
| _____ 2. Income Maintenance Random Moments (IM-RMS) | random moment date
+ 7 days |
| _____ 3. Child Care Fund Fiscal Report (DHS-4174) | month + 20 days |
| _____ 4. Income Maintenance Expense Report (DHS-2550) | quarter + 20 days |
| _____ 5. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 6. Title IV-E Foster Care Abstract (DHS-2570) | quarter + 20 days |
| _____ 7. MFIP Consolidated Fund Support Services Fiscal
Report (DHS-2902) | quarter + 20 days |
| _____ 8. Targeted Case Management
Client Statistical Report (DHS-3150.2) | quarter + 30 days |
| _____ 9. SEAGR Report (DHS-2557) | quarter + 30 days |

The following reports are due from participating county agencies:

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| _____ 1. LCTS Log Sheet (DHS-3222) | random moment date
+ 7 days |
| _____ 2. LCTS Cost Reports (DHS-3220, 3220.1, 3220.2, 3220.3) | quarter + 20 days |
| _____ 3. LCTS Annual Spending Report | March 1st each year |
| _____ 4. Forgotten Children's Fund Report (DHS-0645) | Due within 3 months
of authorization. |
| _____ 5. BRASS-Based Grant Fiscal Report (DHS-2895)
A (DHS-2895) is required for each grant program specified by DHS | quarter + 30 days |

**The following reports should be submitted only if there is activity to report:
Due Monthly (20 days after the end of each month)**

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| _____ 1. Food Stamp Employment & Training Administration and Services (DHS-2726d) |
| _____ 2. Health Care Program Recoveries (electronic) |

SUBMIT ALL REPORTS IN TIME TO ARRIVE BY THE DUE DATE TO:

**DHS Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940**