INSTRUCTIONS FOR CA800 TRIBAL Kin-GAP FEDERAL AND EFC 18+ FEDERAL SUMMARY REPORT OF ASSISTANCE EXPENDITURES

General Information
1. The tribe name and month and year are linked to the Cert page.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

Current Month
4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll
5. Line 6: Subtotal of lines 1 through 5. This amount will calculate automatically.

Prior Month Negatives
For each column:
6. Lines 7: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 8: Enter the total of all cash recovered in this month for aid paid in a prior month. This includes cash abatements or repayments of overpayments received during this report month.
8. Line 9: Enter the total of all prior month negative adjustments which decrease amounts that were claimed in a prior month summary report.
9. Line 10: Subtotal of lines 7 through 9. This amount will calculate automatically.

Prior Month Positives
10. Line 11: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.

Total
11. Line 12: Total Aid Payments, current and prior months. This amount will calculate automatically.

Supplemental Clothing Allowance (SCA)
12. Line 13: Enter the SCA expenditures from tribe payroll records or other automated payroll system. REMINDER: SCA expenditures must be excluded from the main payroll amount which is entered on Line 1.

Persons Count
13. Line 14: Enter the persons count for the Kin-GAP program.

Summary by Funding
14. Lines 15 – 17: This form will calculate the federal, state, and tribe shares automatically.