



## Wexford County

### FINANCE & APPROPRIATIONS COMMITTEE

*Mike Musta, Chair*

#### **NOTICE OF MEETING**

The Finance and Appropriations Committee of the Wexford County Board of Commissioners will hold a regular meeting on Thursday, May 11, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

#### **TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE APRIL 26, 2023, REGULAR MEETING MINUTES ..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Approval of the Claims (*Clerk's Office*)
  - 2. Year – to – Date Revenue and Expense Reports..... 3
  - 3. IV-D Office MGT Reimbursement Program 2024 ..... 6
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

WEXFORD COUNTY  
**FINANCE & APPROPRIATIONS COMMITTEE MEETING**  
REGULAR MEETING MINUTES  
April 26, 2023

The Finance and Appropriations Committee regular meeting was called to order by Chair Michael Musta at 4:00 p.m., in the Commissioners' Room, Third Floor, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Michael Musta, Brian Potter, Gary Taylor, and Julie Theobald  
Members Absent: None.  
Also Present: Jami Bigger, Deputy County Administrator/HR Director; Ashley Hackert, Deputy Clerk; Megan Kujawa, Sr. Executive Assistant; Kristi Nottingham, Treasurer; Joe Porterfield, County Administrator/Equalization Director; and Mistine Stark, Community Corrections Manager

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** G.6. USDA Forest Service Grant Modification

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Theobald and supported by Comm. Taylor to approve the agenda, as amended. A vote was called, all in favor. Motion passed, 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Taylor and supported by Comm. Theobald to approve the April 13, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Approval of Claims***

**A motion was made by Comm. Potter and supported by Comm. Taylor to approve paying the bills in the amount of \$104,033.94. A vote was called, all in favor. Motion passed, 4-0.**

***G.2. Slagle Township Assessing Contract***

**A motion was by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve the presented Assessors Service Contract with Slagle Township. A vote was called, all in favor. Motion passed, 4-0.**

Mr. Porterfield, County Administrator, informed the committee that nothing has changed besides the rates have increased due to inflation.

***G.3. Community Corrections Fiscal Year 2024 Plan and Application***

**A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the Fiscal Year 2024 Community Corrections Grant Application and the supporting Resolution 23-11. A vote was called, all in favor. Motion passed, 4-0.**

**G.4. Northern District Fair Board Grant Matching Funds**

A motion was made by Comm. Taylor and supported by Comm. Theobald to forward a recommendation to the full board to approve no more than \$5,667.00 for a portion of the grant matching funds for assistance in capital improvements of facilities at the Northern District Fair Board. A vote was called, all in favor. Motion passed, 4-0.

Ms. Bigger, Deputy County Administrator, clarified for the committee that this was previously approved by the Board last June, but the funds were never used, and it needed to be reapproved.

**G.5. District Health Department #10 Opiate Recovery Funds Proposal**

A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented proposal from District Health Department #10 for the use of funds for advertising. A vote was called, all in favor. Motion passed, 4-0.

**G.6. USDA Forest Service Grant Modification**

A motion was made by Comm. Theobald and supported by Comm. Taylor to forward a recommendation to the full board to approve the presented USDA Forest Service Grant Modification. A vote was called, all in favor. Motion passed, 4-0.

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield stated that Ms. Bigger and himself had just returned from the Michigan Association of Counties Conference in Lansing. He wanted to note that the State is pushing the Revenue Sharing Trust Fund along. There have been changes to the grant funding of the Public Defenders office and the County could be receiving up to \$130,000 in administrative fees; previously the County was only receiving \$11,000. However, despite Standard 8 coming into effect the Governor's Budget doesn't cover all the changes.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

A motion was made by Comm. Taylor and supported by Comm. Theobald to adjourn the meeting at 4:06 p.m.

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 32.88

2023

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD 04/30/2023 NORM (ABNORM)	ACTIVITY APRIL 2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101	COMMISSIONERS	118,769.00	41,516.85	7,925.34	77,252.15	34.96
131	CIRCUIT COURT	359,679.00	119,383.23	30,989.43	240,295.77	33.19
136	DISTRICT COURT	682,559.00	238,696.14	53,462.57	443,862.86	34.97
141	FRIEND OF THE COURT	1,061,553.00	302,491.77	75,586.17	759,061.23	28.50
147	JURY COMMISSION	5,300.00	7.98	7.98	5,292.02	0.15
148	PROBATE COURT	691,948.00	232,468.51	53,651.86	459,479.49	33.60
149	PROBATE COURT	0.00	270.00	260.00	(270.00)	100.00
151	PROBATION AND PAROLE	2,700.00	333.24	170.69	2,366.76	12.34
166	CIRCUIT COURT FAMILY COUNS.	65,055.00	20,946.02	4,813.11	44,108.98	32.20
168	PUBLIC DEFENDER	271,380.00	90,100.86	18,988.78	181,279.14	33.20
172	COUNTY ADMINISTRATION	137,351.00	42,864.19	10,005.30	94,486.81	31.21
191	ELECTIONS	29,550.00	301.49	194.29	29,248.51	1.02
215	COUNTY CLERK	380,095.00	116,833.24	29,539.64	263,261.76	30.74
225	EQUALIZATION	560,794.00	179,586.47	36,788.98	381,207.53	32.02
229	PROSECUTING ATTORNEY	774,779.00	225,457.19	55,754.18	549,321.81	29.10
230	PROS ATTNY CO-OP REIMB	73,544.00	22,935.01	4,723.88	50,608.99	31.19
236	REGISTER OF DEEDS	336,178.00	111,354.14	32,869.96	224,823.86	33.12
245	STATE SURVEY & REMONUMENTATION	49,898.00	0.00	0.00	49,898.00	0.00
253	COUNTY TREASURER	430,002.00	141,276.35	31,450.25	288,725.65	32.85
265	BUILDING AND GROUNDS	491,380.00	138,534.84	30,868.87	352,845.16	28.19
266	HUMAN SERVICES BLDG	130,000.00	44,497.39	10,534.05	85,502.61	34.23
267	HUMAN RESOURCES DEPARTMENT	87,344.00	28,131.50	6,165.09	59,212.50	32.21
268	DISTRICT HEALTH DEPARTMENT	88,200.00	33,880.89	6,896.66	54,319.11	38.41
270	JAIL - BLDG/GRDS	239,500.00	85,118.58	23,312.61	154,381.42	35.54
271	JAIL - BLDG/GRDS CARMEL ST	3,300.00	1,314.11	379.58	1,985.89	39.82
272	MAINT/STORAGE - BLDG/GRDS	6,770.00	3,297.19	994.67	3,472.81	48.70

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 32.88

2023

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD 04/30/2023 NORM (ABNORM)	ACTIVITY APRIL 2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
275	DRAIN COMMISSION	89,514.00	12,196.54	2,924.76	77,317.46	13.63
282	DEPT OF AGRICULTURE	120,000.00	0.00	0.00	120,000.00	0.00
287	ARPA Direct Payment	412,869.00	218,688.00	156,365.00	194,181.00	52.97
290	GEN SERVICES ADMINISTRATION	817,800.00	423,479.04	153,531.28	394,320.96	51.78
301	SHERIFF	2,905,753.50	899,864.07	223,440.73	2,005,889.43	30.97
315	SECONDARY ROAD PATROL	129,353.00	9,785.66	9,785.66	119,567.34	7.57
331	MARINE	33,360.00	0.00	0.00	33,360.00	0.00
333	FEDERAL FOREST	4,000.00	1,558.04	0.00	2,441.96	38.95
334	SNOWMOBILE	35,703.00	10,695.77	775.67	25,007.23	29.96
335	ORV GRANT	31,271.00	3,368.65	1,415.59	27,902.35	10.77
351	JAIL	3,235,889.50	910,621.90	264,049.48	2,325,267.60	28.14
362	STATE GRANT PA 511	120,000.00	36,006.64	11,263.67	83,993.36	30.01
363	ENHANCEMENT	154,318.00	49,428.18	10,264.29	104,889.82	32.03
426	EMERGENCY MANAGEMENT	96,990.00	30,730.24	5,999.16	66,259.76	31.68
526	SANITARY LANDFILL	66,600.00	4,891.50	699.00	61,708.50	7.34
605	CONTAGIOUS DISEASES	500.00	0.00	0.00	500.00	0.00
648	MEDICAL EXAMINER	99,900.00	35,099.78	2,581.10	64,800.22	35.13
681	VETERANS BURIAL	10,000.00	4,500.00	1,800.00	5,500.00	45.00
861	FRINGE BENEFITS	0.00	13,585.48	(7,933.18)	(13,585.48)	100.00
965	TRANSFERS	1,071,515.00	351,074.52	39,208.61	720,440.48	32.76
966	APPROPRIATIONS	603,000.00	251,290.74	32,628.58	351,709.26	41.67
TOTAL REVENUES		17,115,964.00	1,662,855.73	270,264.07	15,453,108.27	9.72
TOTAL EXPENDITURES		17,115,964.00	5,488,461.93	1,435,133.34	11,627,502.07	32.07

REVENUE AND EXPENDITURE REPORT FOR WEXFORD COUNTY  
 PERIOD ENDING 04/30/2023  
 % Fiscal Year Completed: 32.88

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORM (ABNORM)	ACTIVITY APRIL 2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 225 - ANIMAL CONTROL						
TOTAL REVENUES		335,333.00	240,089.04	733.82	95,243.96	71.60
TOTAL EXPENDITURES		335,333.00	89,715.30	26,974.63	245,617.70	26.75
Fund 243 - COURT SECURITY FUND:						
TOTAL REVENUES		137,222.00	40,978.32	9,836.56	96,243.68	29.86
TOTAL EXPENDITURES		137,222.00	44,073.75	7,101.75	93,148.25	32.12
Fund 249 - BUILDING INSPECTIONS DEPT.:						
TOTAL REVENUES		267,000.00	71,553.89	21,568.00	195,446.11	26.80
TOTAL EXPENDITURES		197,340.00	60,692.19	14,416.23	136,647.81	30.76
Fund 259 - INDIGENT DEFENSE FUND:						
TOTAL REVENUES		1,267,215.00	515,281.18	279,881.97	751,933.82	40.66
TOTAL EXPENDITURES		1,267,215.00	374,640.72	85,892.24	892,574.28	29.56
Fund 261 - 911-WIRELESS:						
TOTAL REVENUES		1,400,000.00	73,848.17	67,751.95	1,326,151.83	5.27
TOTAL EXPENDITURES		1,131,705.00	401,586.87	81,817.83	730,118.13	35.49
Fund 292 - CHILD CARE FUND:						
TOTAL REVENUES		523,000.00	36,812.55	12,485.56	486,187.45	7.04
TOTAL EXPENDITURES		523,000.00	125,826.71	48,318.61	397,173.29	24.06
TOTAL REVENUES - ALL FUNDS		3,929,770.00	978,563.15	392,257.86	2,951,206.85	24.90
TOTAL EXPENDITURES - ALL FUNDS		3,591,815.00	1,096,535.54	264,521.29	2,495,279.46	30.53







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APP # \_\_\_\_\_

**C. Contacts**

a. Financial Officer

Name Alaina Nyman  
Title County Clerk  
Mailing Address 437 E Division  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9450 Fax  
E-mail Address anyman@wexfordcounty.org

b. Project Director

Name Corey Wiggins  
Title Prosecuting Attorney  
Mailing Address 437 E. Divivision St  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9505 Fax (231) 779-9108  
E-mail Address schryers@michigan.gov

c. Authorized Official

Name Gary Taylor  
Title County Commissioner  
Mailing Address 437 E Division St  
City Cadillac State MI Zip 49601  
Telephone (231) 779-9450 Fax  
E-mail Address gtaylor@wexfordcounty.org

## Section II - Management Plan

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### A. Organizational Chart

Attachment Title	Attachment
Wexford PA Org Chart	<a href="#">559_Wexford PA org FY24-28.pdf</a>

### B. Position Descriptions

Attachment Title	Attachment
Wexford PA Job Descriptions	<a href="#">379_IV-D Assistant Director.pdf</a>
Wexford PA Job Descriptions	<a href="#">667_Prosecuting Attorney_s UIFSA Clerk Full Time.pdf</a>

## Caseload Documentation

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**A. Caseload Documentation**

<b>County</b>	<b>Fiscal Start Month</b>	<b>Number of Active IV-D Cases (a)</b>	<b>Number of Active Non IV-D Cases (b)</b>	<b>Number of Total Active Cases (c)</b>	<b>IV-D Caseload % (a/c)</b>	<b>MiCSES Report</b>
<b>CASELOAD TOTALS</b>						

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024  
 Agency: County Of Wexford  
 Application: Title IV-D Cooperative Reimbursement Program - 2024

**Budget**

**PERSONNEL**

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non- IV-D / IV-E Share
<b>Non-Administrative Staff</b>																
1	Alisha Colvin	Clerk	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	56,979.52	0.00	0.00	0.00	56,979.52
2	Catherine Wright	Office Administrator	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	105,394.36	0.00	0.00	0.00	105,394.36
3	Cheri Sprik	Victim Advocate	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	74,890.24	0.00	0.00	0.00	74,890.24
4	Corey Wiggins	Prosecutor	T.D.	1.00	25.00	100.00	0.25	0.00	0.00	0.00	0.00	122,166.40	30,541.60	0.00	0.00	91,624.80
5	Heather Dietz	Clerk	Cert	0.50	0.00	100.00	0.00	0.00	0.00	0.00	0.00	34,925.80	0.00	0.00	0.00	34,925.80
6	Johanna Carey	Chief APA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	110,294.80	0.00	0.00	0.00	110,294.80
7	Nathanael Karnes	Assistant PA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	89,627.08	0.00	0.00	0.00	89,627.08
8	Pamela Losinski	UIFSA Clerk	T.D.	1.00	30.00	100.00	0.30	0.00	0.00	0.00	0.00	73,523.92	22,057.18	0.00	0.00	51,466.74
9	Steven Schryer	IV-D Office Assistant Director	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	72,662.56	72,662.56	0.00	0.00	0.00
	<b>Subtotal - Non-Administrative Staff</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>740,464.68</b>	<b>125,261.34</b>	<b>0.00</b>	<b>0.00</b>	<b>615,203.34</b>
<b>Contracted Employees</b>																
	<b>Subtotal - Contracted Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
L1	<b>SUBTOTAL - NON-ADMIN</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>740,464.68</b>	<b>125,261.34</b>	<b>0.00</b>	<b>0.00</b>	<b>615,203.34</b>
L2	<b>NON-ADMINISTRATIVE FTE PERCENTAGES</b>						<b>18.24</b>	<b>0.00</b>		<b>0.00</b>						
<b>Administrative Employees</b>																
	<b>Subtotal - Administrative Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non-Admin / Admin Combined</b>																
	<b>Subtotal - Non-Admin / Admin Combined</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Personnel</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>740,464.68</b>	<b>125,261.34</b>	<b>0.00</b>	<b>0.00</b>	<b>615,203.34</b>
L2	<b>STAFF PERCENTAGES</b>						<b>18.24</b>	<b>0.00</b>		<b>0.00</b>						

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,500.00	0.00	0.00	0.00	3,500.00	18.24	638.40	0.00	0.00	638.40	0.00	2,861.60	3,500.00
	<b>Subtotal - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>638.40</b>		<b>0.00</b>	<b>638.40</b>	<b>0.00</b>	<b>2,861.60</b>	<b>3,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>638.40</b>		<b>0.00</b>	<b>638.40</b>	<b>0.00</b>	<b>2,861.60</b>	<b>3,500.00</b>

**OTHER DIRECT**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	11,244.46	0.00	0.00	0.00	11,244.46	18.24	2,050.99	0.00	0.00	2,050.99	0.00	9,193.47	11,244.46
2	Office Supplies	Direct	14,000.00	0.00	0.00	0.00	14,000.00	18.24	2,553.60	0.00	0.00	2,553.60	0.00	11,446.40	14,000.00
3	Legal Publications	Direct	2,000.00	0.00	0.00	0.00	2,000.00	18.24	364.80	0.00	0.00	364.80	0.00	1,635.20	2,000.00
4	Dues & Memberships	Direct	3,500.00	0.00	0.00	0.00	3,500.00	18.24	638.40	0.00	0.00	638.40	0.00	2,861.60	3,500.00
5	MI Appearances	Direct	100.00	0.00	0.00	100.00	0.00	18.24	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6	Witness Fees/Travel	Direct	1,500.00	0.00	0.00	1,500.00	0.00	18.24	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7	Telephone/Cell Phones	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.24	1,003.20	0.00	0.00	1,003.20	0.00	4,496.80	5,500.00
8	Travel & Conferences	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.24	1,003.20	0.00	0.00	1,003.20	0.00	4,496.80	5,500.00
9	Contracted Services	Direct	2,500.00	0.00	0.00	0.00	2,500.00	18.24	456.00	0.00	0.00	456.00	0.00	2,044.00	2,500.00
10	MGT Services	Direct	6,731.00	6,731.00	0.00	0.00	0.00	18.24	0.00	0.00	0.00	6,731.00	0.00	0.00	6,731.00
	<b>Subtotal - Other Direct</b>		<b>52,575.46</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>44,244.46</b>		<b>8,070.19</b>		<b>0.00</b>	<b>14,801.19</b>	<b>0.00</b>	<b>37,774.27</b>	<b>52,575.46</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>52,575.46</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>44,244.46</b>		<b>8,070.19</b>		<b>0.00</b>	<b>14,801.19</b>	<b>0.00</b>	<b>37,774.27</b>	<b>52,575.46</b>

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**CENTRAL SERVICES**

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Wexford	173,613.30	0.00	0.00	0.00	43,403.33	18.24	7,916.77	0.00	0.00	7,916.77	0.00	0.00	0.00	35,486.56	25.00	43,403.33
2	Wexford	173,613.30	0.00	0.00	0.00	130,209.98	18.24	23,750.30	0.00	0.00	23,750.30	0.00	0.00	0.00	106,459.68	75.00	130,209.98
	<b>Subtotal - Central Services</b>	<b>347,226.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>173,613.31</b>		<b>31,667.07</b>		<b>0.00</b>	<b>31,667.07</b>		<b>0.00</b>	<b>0.00</b>	<b>141,946.24</b>		<b>173,613.31</b>
	<b>Total - Central Services</b>	<b>347,226.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>173,613.31</b>		<b>31,667.07</b>		<b>0.00</b>	<b>31,667.07</b>		<b>0.00</b>	<b>0.00</b>	<b>141,946.24</b>		<b>173,613.31</b>

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PATERNITY TESTING**

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Paternity Testing</b>														
1	Paternity Testing	250.00	250.00	0.00	0.00	0.00	18.24	0.00	0.00	0.00	250.00	0.00	0.00	250.00
	<b>Subtotal - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,144,016.74</b>	<b>6,981.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>961,822.45</b>		<b>165,637.00</b>		<b>0.00</b>	<b>172,618.00</b>	<b>0.00</b>	<b>797,785.45</b>	<b>970,403.45</b>



Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**FEES AND OTHER INCOME**

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	<b>Total - Fees and Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2024 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2024

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Federal Incentives</b>														
Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	125,261.34	0.00	615,203.34	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>125,261.34</b>	<b>0.00</b>	<b>615,203.34</b>	<b>0.00</b>
<b>Data Processing</b>				
Data Processing	638.40	0.00	2,861.60	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>638.40</b>	<b>0.00</b>	<b>2,861.60</b>	<b>0.00</b>
<b>Other Direct</b>				
Other Direct	14,801.19	0.00	37,774.27	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>14,801.19</b>	<b>0.00</b>	<b>37,774.27</b>	<b>0.00</b>
<b>Central Services</b>				
Central Services	31,667.07	0.00	141,946.24	0.00
<b>Total - Central Services</b>	<b>31,667.07</b>	<b>0.00</b>	<b>141,946.24</b>	<b>0.00</b>
<b>Paternity Testing</b>				
Paternity Testing	250.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>172,618.00</b>	<b>0.00</b>	<b>797,785.45</b>	<b>0.00</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2024 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	1.55	0.00	0.00	8.50
2. % of Total FTE	18.24	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2024 IV-D Budget	Adjustment To 2024 IV-D Budget	Revised 2024 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	125,261.34	0.00	0.00	740,464.68
2. Data Processing	638.40	0.00	0.00	3,500.00
3. Other Direct	14,801.19	0.00	0.00	52,575.46
4. Central Services	31,667.07	0.00	0.00	173,613.31
5. Paternity Testing	250.00	0.00	0.00	250.00
<b>6. TOTAL EXPENDITURES</b>	<b>172,618.00</b>	<b>0.00</b>	<b>0.00</b>	<b>970,403.45</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>172,618.00</b>	<b>0.00</b>	<b>0.00</b>	<b>970,403.45</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>172,618.00</b>	<b>0.00</b>	<b>0.00</b>	<b>970,403.45</b>
13. County Share @ 34.00%	58,690.12	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	113,927.88	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>113,927.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025  
 Agency: County Of Wexford  
 Application: Title IV-D Cooperative Reimbursement Program - 2024

**PERSONNEL**

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non- IV-D / IV-E Share
<b>Non-Administrative Staff</b>																
1	Alisha Colvin	Clerk	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	50,979.52	0.00	0.00	0.00	50,979.52
2	Catherine Wright	Office Administrator	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	99,394.36	0.00	0.00	0.00	99,394.36
3	Cheri Sprik	Victim Advocate	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	68,890.24	0.00	0.00	0.00	68,890.24
4	Corey Wiggins	Prosecutor	T.D.	1.00	20.00	100.00	0.20	0.00	0.00	0.00	0.00	116,166.40	23,233.28	0.00	0.00	92,933.12
5	Heather Dietz	Clerk	Cert	0.50	0.00	100.00	0.00	0.00	0.00	0.00	0.00	28,925.80	0.00	0.00	0.00	28,925.80
6	Johanna Carey	Chief APA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	104,294.80	0.00	0.00	0.00	104,294.80
7	Nathanael Karnes	Assistant PA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	83,627.08	0.00	0.00	0.00	83,627.08
8	Pamela Losinski	UIFSA Clerk	T.D.	1.00	35.00	100.00	0.35	0.00	0.00	0.00	0.00	67,523.92	23,633.37	0.00	0.00	43,890.55
9	Steven Schryer	IV-D Office Assistant Director	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	66,662.56	66,662.56	0.00	0.00	0.00
	<b>Subtotal - Non-Administrative Staff</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>686,464.68</b>	<b>113,529.21</b>	<b>0.00</b>	<b>0.00</b>	<b>572,935.47</b>
<b>Contracted Employees</b>																
	<b>Subtotal - Contracted Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
L1	<b>SUBTOTAL - NON-ADMIN</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>686,464.68</b>	<b>113,529.21</b>	<b>0.00</b>	<b>0.00</b>	<b>572,935.47</b>
L2	<b>NON-ADMINISTRATIVE FTE PERCENTAGES</b>						<b>18.24</b>	<b>0.00</b>		<b>0.00</b>						
<b>Administrative Employees</b>																
	<b>Subtotal - Administrative Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non-Admin / Admin Combined</b>																
	<b>Subtotal - Non-Admin / Admin Combined</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Personnel</b>			<b>8.50</b>			<b>1.55</b>	<b>0.00</b>		<b>0.00</b>		<b>686,464.68</b>	<b>113,529.21</b>	<b>0.00</b>	<b>0.00</b>	<b>572,935.47</b>
L2	<b>STAFF PERCENTAGES</b>						<b>18.24</b>	<b>0.00</b>		<b>0.00</b>						

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

DATA PROCESSING

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,000.00	0.00	0.00	0.00	3,000.00	18.24	547.20	0.00	0.00	547.20	0.00	2,452.80	3,000.00
	<b>Subtotal - Data Processing</b>		<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>		<b>547.20</b>		<b>0.00</b>	<b>547.20</b>	<b>0.00</b>	<b>2,452.80</b>	<b>3,000.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>		<b>547.20</b>		<b>0.00</b>	<b>547.20</b>	<b>0.00</b>	<b>2,452.80</b>	<b>3,000.00</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**OTHER DIRECT**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	7,572.21	0.00	0.00	0.00	7,572.21	18.24	1,381.17	0.00	0.00	1,381.17	0.00	6,191.04	7,572.21
2	Office Supplies	Direct	7,000.00	0.00	0.00	0.00	7,000.00	18.24	1,276.80	0.00	0.00	1,276.80	0.00	5,723.20	7,000.00
3	Legal Publications	Direct	1,000.00	0.00	0.00	0.00	1,000.00	18.24	182.40	0.00	0.00	182.40	0.00	817.60	1,000.00
4	Dues & Memberships	Direct	3,500.00	0.00	0.00	0.00	3,500.00	18.24	638.40	0.00	0.00	638.40	0.00	2,861.60	3,500.00
5	MI Appearances	Direct	100.00	0.00	0.00	100.00	0.00	18.24	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6	Witness Fees/Travel	Direct	1,500.00	0.00	0.00	1,500.00	0.00	18.24	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7	Telephone/Cell Phones	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.24	1,003.20	0.00	0.00	1,003.20	0.00	4,496.80	5,500.00
8	Travel & Conferences	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.24	1,003.20	0.00	0.00	1,003.20	0.00	4,496.80	5,500.00
9	Contracted Services	Direct	2,500.00	0.00	0.00	0.00	2,500.00	18.24	456.00	0.00	0.00	456.00	0.00	2,044.00	2,500.00
10	MGT Services	Direct	6,731.00	6,731.00	0.00	0.00	0.00	18.24	0.00	0.00	0.00	6,731.00	0.00	0.00	6,731.00
	<b>Subtotal - Other Direct</b>		<b>40,903.21</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>32,572.21</b>		<b>5,941.17</b>		<b>0.00</b>	<b>12,672.17</b>	<b>0.00</b>	<b>28,231.04</b>	<b>40,903.21</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>40,903.21</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>32,572.21</b>		<b>5,941.17</b>		<b>0.00</b>	<b>12,672.17</b>	<b>0.00</b>	<b>28,231.04</b>	<b>40,903.21</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**CENTRAL SERVICES**

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Wexford	182,293.97	0.00	0.00	0.00	45,573.49	18.24	8,312.60	0.00	0.00	8,312.60	0.00	0.00	0.00	37,260.89	25.00	45,573.49
2	Wexford	182,293.97	0.00	0.00	0.00	136,720.48	18.24	24,937.82	0.00	0.00	24,937.82	0.00	0.00	0.00	111,782.66	75.00	136,720.48
	<b>Subtotal - Central Services</b>	<b>364,587.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>182,293.97</b>		<b>33,250.42</b>		<b>0.00</b>	<b>33,250.42</b>		<b>0.00</b>	<b>0.00</b>	<b>149,043.55</b>		<b>182,293.97</b>
	<b>Total - Central Services</b>	<b>364,587.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>182,293.97</b>		<b>33,250.42</b>		<b>0.00</b>	<b>33,250.42</b>		<b>0.00</b>	<b>0.00</b>	<b>149,043.55</b>		<b>182,293.97</b>



Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PATERNITY TESTING**

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Paternity Testing</b>														
1	Paternity Testing	250.00	250.00	0.00	0.00	0.00	18.24	0.00	0.00	0.00	250.00	0.00	0.00	250.00
	<b>Subtotal - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,095,205.83</b>	<b>6,981.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>904,330.86</b>		<b>153,268.00</b>		<b>0.00</b>	<b>160,249.00</b>	<b>0.00</b>	<b>752,662.86</b>	<b>912,911.86</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**FEES AND OTHER INCOME**

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	<b>Total - Fees and Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2025 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2025

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Federal Incentives</b>														
Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	113,529.21	0.00	572,935.47	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>113,529.21</b>	<b>0.00</b>	<b>572,935.47</b>	<b>0.00</b>
<b>Data Processing</b>				
Data Processing	547.20	0.00	2,452.80	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>547.20</b>	<b>0.00</b>	<b>2,452.80</b>	<b>0.00</b>
<b>Other Direct</b>				
Other Direct	12,672.17	0.00	28,231.04	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>12,672.17</b>	<b>0.00</b>	<b>28,231.04</b>	<b>0.00</b>
<b>Central Services</b>				
Central Services	33,250.42	0.00	149,043.55	0.00
<b>Total - Central Services</b>	<b>33,250.42</b>	<b>0.00</b>	<b>149,043.55</b>	<b>0.00</b>
<b>Paternity Testing</b>				
Paternity Testing	250.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>160,249.00</b>	<b>0.00</b>	<b>752,662.86</b>	<b>0.00</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2025 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	1.55	0.00	0.00	8.50
2. % of Total FTE	18.24	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2025 IV-D Budget	Adjustment To 2025 IV-D Budget	Revised 2025 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	113,529.21	0.00	0.00	686,464.68
2. Data Processing	547.20	0.00	0.00	3,000.00
3. Other Direct	12,672.17	0.00	0.00	40,903.21
4. Central Services	33,250.42	0.00	0.00	182,293.97
5. Paternity Testing	250.00	0.00	0.00	250.00
<b>6. TOTAL EXPENDITURES</b>	<b>160,249.00</b>	<b>0.00</b>	<b>0.00</b>	<b>912,911.86</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>160,249.00</b>	<b>0.00</b>	<b>0.00</b>	<b>912,911.86</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>160,249.00</b>	<b>0.00</b>	<b>0.00</b>	<b>912,911.86</b>
13. County Share @ 34.00%	54,484.66	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	105,764.34	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>105,764.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PERSONNEL**

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non- IV-D / IV-E Share
<b>Non-Administrative Staff</b>																
1	Alisha Colvin	Clerk	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	51,979.52	0.00	0.00	0.00	51,979.52
2	Catherine Wright	Office Administrator	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	101,394.36	0.00	0.00	0.00	101,394.36
3	Cheri Sprik	Victim Advocate	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	70,890.24	0.00	0.00	0.00	70,890.24
4	Corey Wiggins	Prosecutor	T.D.	1.00	20.00	100.00	0.20	0.00	0.00	0.00	0.00	118,166.40	23,633.28	0.00	0.00	94,533.12
5	Heather Dietz	Clerk	Cert	0.50	0.00	100.00	0.00	0.00	0.00	0.00	0.00	30,925.80	0.00	0.00	0.00	30,925.80
6	Johanna Carey	Chief APA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	106,294.80	0.00	0.00	0.00	106,294.80
7	Nathanael Karnes	Assistant PA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	85,627.08	0.00	0.00	0.00	85,627.08
8	Pamela Losinski	UIFSA Clerk	T.D.	1.00	38.00	100.00	0.38	0.00	0.00	0.00	0.00	69,523.92	26,419.09	0.00	0.00	43,104.83
9	Steven Schryer	IV-D Office Assistant Director	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	68,662.56	68,662.56	0.00	0.00	0.00
	<b>Subtotal - Non-Administrative Staff</b>			<b>8.50</b>			<b>1.58</b>	<b>0.00</b>		<b>0.00</b>		<b>703,464.68</b>	<b>118,714.93</b>	<b>0.00</b>	<b>0.00</b>	<b>584,749.75</b>
<b>Contracted Employees</b>																
	<b>Subtotal - Contracted Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
L1	<b>SUBTOTAL - NON-ADMIN</b>			<b>8.50</b>			<b>1.58</b>	<b>0.00</b>		<b>0.00</b>		<b>703,464.68</b>	<b>118,714.93</b>	<b>0.00</b>	<b>0.00</b>	<b>584,749.75</b>
L2	<b>NON-ADMINISTRATIVE FTE PERCENTAGES</b>						<b>18.59</b>	<b>0.00</b>		<b>0.00</b>						
<b>Administrative Employees</b>																
	<b>Subtotal - Administrative Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non-Admin / Admin Combined</b>																
	<b>Subtotal - Non-Admin / Admin Combined</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Personnel</b>			<b>8.50</b>			<b>1.58</b>	<b>0.00</b>		<b>0.00</b>		<b>703,464.68</b>	<b>118,714.93</b>	<b>0.00</b>	<b>0.00</b>	<b>584,749.75</b>
L2	<b>STAFF PERCENTAGES</b>						<b>18.59</b>	<b>0.00</b>		<b>0.00</b>						

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**DATA PROCESSING**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,500.00	0.00	0.00	0.00	3,500.00	18.59	650.65	0.00	0.00	650.65	0.00	2,849.35	3,500.00
	<b>Subtotal - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>650.65</b>		<b>0.00</b>	<b>650.65</b>	<b>0.00</b>	<b>2,849.35</b>	<b>3,500.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>		<b>650.65</b>		<b>0.00</b>	<b>650.65</b>	<b>0.00</b>	<b>2,849.35</b>	<b>3,500.00</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**OTHER DIRECT**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	8,000.00	0.00	0.00	0.00	8,000.00	18.59	1,487.20	0.00	0.00	1,487.20	0.00	6,512.80	8,000.00
2	Office Supplies	Direct	8,058.90	0.00	0.00	0.00	8,058.90	18.59	1,498.15	0.00	0.00	1,498.15	0.00	6,560.75	8,058.90
3	Legal Publications	Direct	1,000.00	0.00	0.00	0.00	1,000.00	18.59	185.90	0.00	0.00	185.90	0.00	814.10	1,000.00
4	Dues & Memberships	Direct	3,500.00	0.00	0.00	0.00	3,500.00	18.59	650.65	0.00	0.00	650.65	0.00	2,849.35	3,500.00
5	MI Appearances	Direct	100.00	0.00	0.00	100.00	0.00	18.59	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6	Witness Fees/Travel	Direct	1,500.00	0.00	0.00	1,500.00	0.00	18.59	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7	Telephone/Cell Phones	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.59	1,022.45	0.00	0.00	1,022.45	0.00	4,477.55	5,500.00
8	Travel & Conferences	Direct	5,500.00	0.00	0.00	0.00	5,500.00	18.59	1,022.45	0.00	0.00	1,022.45	0.00	4,477.55	5,500.00
9	Contracted Services	Direct	2,500.00	0.00	0.00	0.00	2,500.00	18.59	464.75	0.00	0.00	464.75	0.00	2,035.25	2,500.00
10	MGT Services	Direct	6,731.00	6,731.00	0.00	0.00	0.00	18.59	0.00	0.00	0.00	6,731.00	0.00	0.00	6,731.00
	<b>Subtotal - Other Direct</b>		<b>42,389.90</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>34,058.90</b>		<b>6,331.55</b>		<b>0.00</b>	<b>13,062.55</b>	<b>0.00</b>	<b>29,327.35</b>	<b>42,389.90</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>42,389.90</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>34,058.90</b>		<b>6,331.55</b>		<b>0.00</b>	<b>13,062.55</b>	<b>0.00</b>	<b>29,327.35</b>	<b>42,389.90</b>



Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**CENTRAL SERVICES**

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Wexford	191,408.67	0.00	0.00	0.00	47,852.17	18.59	8,895.72	0.00	0.00	8,895.72	0.00	0.00	0.00	38,956.45	25.00	47,852.17
2	Wexford	191,408.67	0.00	0.00	0.00	143,556.50	18.59	26,687.15	0.00	0.00	26,687.15	0.00	0.00	0.00	116,869.35	75.00	143,556.50
	<b>Subtotal - Central Services</b>	<b>382,817.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>191,408.67</b>		<b>35,582.87</b>		<b>0.00</b>	<b>35,582.87</b>		<b>0.00</b>	<b>0.00</b>	<b>155,825.80</b>		<b>191,408.67</b>
	<b>Total - Central Services</b>	<b>382,817.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>191,408.67</b>		<b>35,582.87</b>		<b>0.00</b>	<b>35,582.87</b>		<b>0.00</b>	<b>0.00</b>	<b>155,825.80</b>		<b>191,408.67</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PATERNITY TESTING**

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Paternity Testing</b>														
1	Paternity Testing	250.00	250.00	0.00	0.00	0.00	18.59	0.00	0.00	0.00	250.00	0.00	0.00	250.00
	<b>Subtotal - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,132,421.92</b>	<b>6,981.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>932,432.25</b>		<b>161,280.00</b>		<b>0.00</b>	<b>168,261.00</b>	<b>0.00</b>	<b>772,752.25</b>	<b>941,013.25</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**FEES AND OTHER INCOME**

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	<b>Total - Fees and Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2026 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2026

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Federal Incentives</b>															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	118,714.93	0.00	584,749.75	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>118,714.93</b>	<b>0.00</b>	<b>584,749.75</b>	<b>0.00</b>
<b>Data Processing</b>				
Data Processing	650.65	0.00	2,849.35	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>650.65</b>	<b>0.00</b>	<b>2,849.35</b>	<b>0.00</b>
<b>Other Direct</b>				
Other Direct	13,062.55	0.00	29,327.35	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>13,062.55</b>	<b>0.00</b>	<b>29,327.35</b>	<b>0.00</b>
<b>Central Services</b>				
Central Services	35,582.87	0.00	155,825.80	0.00
<b>Total - Central Services</b>	<b>35,582.87</b>	<b>0.00</b>	<b>155,825.80</b>	<b>0.00</b>
<b>Paternity Testing</b>				
Paternity Testing	250.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>168,261.00</b>	<b>0.00</b>	<b>772,752.25</b>	<b>0.00</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2026 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	1.58	0.00	0.00	8.50
2. % of Total FTE	18.59	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2026 IV-D Budget	Adjustment To 2026 IV-D Budget	Revised 2026 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	118,714.93	0.00	0.00	703,464.68
2. Data Processing	650.65	0.00	0.00	3,500.00
3. Other Direct	13,062.55	0.00	0.00	42,389.90
4. Central Services	35,582.87	0.00	0.00	191,408.67
5. Paternity Testing	250.00	0.00	0.00	250.00
<b>6. TOTAL EXPENDITURES</b>	<b>168,261.00</b>	<b>0.00</b>	<b>0.00</b>	<b>941,013.25</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>168,261.00</b>	<b>0.00</b>	<b>0.00</b>	<b>941,013.25</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>168,261.00</b>	<b>0.00</b>	<b>0.00</b>	<b>941,013.25</b>
13. County Share @ 34.00%	57,208.74	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	111,052.26	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>111,052.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PERSONNEL**

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non- IV-D / IV-E Share
<b>Non-Administrative Staff</b>																
1	Alisha Colvin	Clerk	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	52,979.52	0.00	0.00	0.00	52,979.52
2	Catherine Wright	Office Administrator	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	101,394.36	0.00	0.00	0.00	101,394.36
3	Cheri Sprik	Victim Advocate	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	70,890.24	0.00	0.00	0.00	70,890.24
4	Corey Wiggins	Prosecutor	T.D.	1.00	25.00	100.00	0.25	0.00	0.00	0.00	0.00	118,166.40	29,541.60	0.00	0.00	88,624.80
5	Heather Dietz	Clerk	Cert	0.50	0.00	100.00	0.00	0.00	0.00	0.00	0.00	30,925.80	0.00	0.00	0.00	30,925.80
6	Johanna Carey	Chief APA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	106,294.80	0.00	0.00	0.00	106,294.80
7	Nathanael Karnes	Assistant PA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	85,627.08	0.00	0.00	0.00	85,627.08
8	Pamela Losinski	UIFSA Clerk	T.D.	1.00	38.00	100.00	0.38	0.00	0.00	0.00	0.00	69,523.92	26,419.09	0.00	0.00	43,104.83
9	Steven Schryer	IV-D Office Assistant Director	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	68,662.56	68,662.56	0.00	0.00	0.00
	<b>Subtotal - Non-Administrative Staff</b>			<b>8.50</b>			<b>1.63</b>	<b>0.00</b>		<b>0.00</b>		<b>704,464.68</b>	<b>124,623.25</b>	<b>0.00</b>	<b>0.00</b>	<b>579,841.43</b>
<b>Contracted Employees</b>																
	<b>Subtotal - Contracted Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
L1	<b>SUBTOTAL - NON-ADMIN</b>			<b>8.50</b>			<b>1.63</b>	<b>0.00</b>		<b>0.00</b>		<b>704,464.68</b>	<b>124,623.25</b>	<b>0.00</b>	<b>0.00</b>	<b>579,841.43</b>
L2	<b>NON-ADMINISTRATIVE FTE PERCENTAGES</b>						<b>19.18</b>	<b>0.00</b>		<b>0.00</b>						
<b>Administrative Employees</b>																
	<b>Subtotal - Administrative Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non-Admin / Admin Combined</b>																
	<b>Subtotal - Non-Admin / Admin Combined</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Personnel</b>			<b>8.50</b>			<b>1.63</b>	<b>0.00</b>		<b>0.00</b>		<b>704,464.68</b>	<b>124,623.25</b>	<b>0.00</b>	<b>0.00</b>	<b>579,841.43</b>
L2	<b>STAFF PERCENTAGES</b>						<b>19.18</b>	<b>0.00</b>		<b>0.00</b>						

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**DATA PROCESSING**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	3,000.00	0.00	0.00	0.00	3,000.00	19.18	575.40	0.00	0.00	575.40	0.00	2,424.60	3,000.00
	<b>Subtotal - Data Processing</b>		<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>		<b>575.40</b>		<b>0.00</b>	<b>575.40</b>	<b>0.00</b>	<b>2,424.60</b>	<b>3,000.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>		<b>575.40</b>		<b>0.00</b>	<b>575.40</b>	<b>0.00</b>	<b>2,424.60</b>	<b>3,000.00</b>



Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**OTHER DIRECT**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	5,003.95	0.00	0.00	0.00	5,003.95	19.18	959.76	0.00	0.00	959.76	0.00	4,044.19	5,003.95
2	Office Supplies	Direct	8,000.00	0.00	0.00	0.00	8,000.00	19.18	1,534.40	0.00	0.00	1,534.40	0.00	6,465.60	8,000.00
3	Legal Publications	Direct	1,000.00	0.00	0.00	0.00	1,000.00	19.18	191.80	0.00	0.00	191.80	0.00	808.20	1,000.00
4	Dues & Memberships	Direct	3,500.00	0.00	0.00	0.00	3,500.00	19.18	671.30	0.00	0.00	671.30	0.00	2,828.70	3,500.00
5	MI Appearances	Direct	100.00	0.00	0.00	100.00	0.00	19.18	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6	Witness Fees/Travel	Direct	1,500.00	0.00	0.00	1,500.00	0.00	19.18	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7	Telephone/Cell Phones	Direct	5,500.00	0.00	0.00	0.00	5,500.00	19.18	1,054.90	0.00	0.00	1,054.90	0.00	4,445.10	5,500.00
8	Travel & Conferences	Direct	5,500.00	0.00	0.00	0.00	5,500.00	19.18	1,054.90	0.00	0.00	1,054.90	0.00	4,445.10	5,500.00
9	Contracted Services	Direct	2,500.00	0.00	0.00	0.00	2,500.00	19.18	479.50	0.00	0.00	479.50	0.00	2,020.50	2,500.00
10	MGT Services	Direct	6,731.00	6,731.00	0.00	0.00	0.00	19.18	0.00	0.00	0.00	6,731.00	0.00	0.00	6,731.00
	<b>Subtotal - Other Direct</b>		<b>39,334.95</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>31,003.95</b>		<b>5,946.56</b>		<b>0.00</b>	<b>12,677.56</b>	<b>0.00</b>	<b>26,657.39</b>	<b>39,334.95</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>39,334.95</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>31,003.95</b>		<b>5,946.56</b>		<b>0.00</b>	<b>12,677.56</b>	<b>0.00</b>	<b>26,657.39</b>	<b>39,334.95</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**CENTRAL SERVICES**

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Wexford	200,979.10	0.00	0.00	0.00	50,244.78	19.18	9,636.95	0.00	0.00	9,636.95	0.00	0.00	0.00	40,607.83	25.00	50,244.78
2	Wexford	200,979.10	0.00	0.00	0.00	150,734.33	19.18	28,910.84	0.00	0.00	28,910.84	0.00	0.00	0.00	121,823.49	75.00	150,734.33
	<b>Subtotal - Central Services</b>	<b>401,958.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,979.11</b>		<b>38,547.79</b>		<b>0.00</b>	<b>38,547.79</b>		<b>0.00</b>	<b>0.00</b>	<b>162,431.32</b>		<b>200,979.11</b>
	<b>Total - Central Services</b>	<b>401,958.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,979.11</b>		<b>38,547.79</b>		<b>0.00</b>	<b>38,547.79</b>		<b>0.00</b>	<b>0.00</b>	<b>162,431.32</b>		<b>200,979.11</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**PATERNITY TESTING**

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Paternity Testing</b>														
1	Paternity Testing	250.00	250.00	0.00	0.00	0.00	19.18	0.00	0.00	0.00	250.00	0.00	0.00	250.00
	<b>Subtotal - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,149,007.83</b>	<b>6,981.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>939,447.74</b>		<b>169,693.00</b>		<b>0.00</b>	<b>176,674.00</b>	<b>0.00</b>	<b>771,354.74</b>	<b>948,028.74</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**FEES AND OTHER INCOME**

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	<b>Total - Fees and Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2027 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2027

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Federal Incentives</b>															
	Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	124,623.25	0.00	579,841.43	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>124,623.25</b>	<b>0.00</b>	<b>579,841.43</b>	<b>0.00</b>
<b>Data Processing</b>				
Data Processing	575.40	0.00	2,424.60	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>575.40</b>	<b>0.00</b>	<b>2,424.60</b>	<b>0.00</b>
<b>Other Direct</b>				
Other Direct	12,677.56	0.00	26,657.39	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>12,677.56</b>	<b>0.00</b>	<b>26,657.39</b>	<b>0.00</b>
<b>Central Services</b>				
Central Services	38,547.79	0.00	162,431.32	0.00
<b>Total - Central Services</b>	<b>38,547.79</b>	<b>0.00</b>	<b>162,431.32</b>	<b>0.00</b>
<b>Paternity Testing</b>				
Paternity Testing	250.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>176,674.00</b>	<b>0.00</b>	<b>771,354.74</b>	<b>0.00</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2027 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	1.63	0.00	0.00	8.50
2. % of Total FTE	19.18	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2027 IV-D Budget	Adjustment To 2027 IV-D Budget	Revised 2027 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	124,623.25	0.00	0.00	704,464.68
2. Data Processing	575.40	0.00	0.00	3,000.00
3. Other Direct	12,677.56	0.00	0.00	39,334.95
4. Central Services	38,547.79	0.00	0.00	200,979.11
5. Paternity Testing	250.00	0.00	0.00	250.00
<b>6. TOTAL EXPENDITURES</b>	<b>176,674.00</b>	<b>0.00</b>	<b>0.00</b>	<b>948,028.74</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>176,674.00</b>	<b>0.00</b>	<b>0.00</b>	<b>948,028.74</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>176,674.00</b>	<b>0.00</b>	<b>0.00</b>	<b>948,028.74</b>
13. County Share @ 34.00%	60,069.16	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	116,604.84	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>116,604.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**PERSONNEL**

	Employee Name	Job Title	Type	FTE Count	Child Support %	IV-D Caseload %	IV-D FTE Count	IV-E FTE Count	P.T. & C %	P.T. & C FTEs	PROF C %	Salary & Fringe	IV-D Share	IV-E Share	P.T.& C Share	Non- IV-D / IV-E Share
<b>Non-Administrative Staff</b>																
1	Alisha Colvin	Clerk	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	54,979.52	0.00	0.00	0.00	54,979.52
2	Catherine Wright	Office Administrator	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	103,394.36	0.00	0.00	0.00	103,394.36
3	Cheri Sprik	Victim Advocate	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	72,890.24	0.00	0.00	0.00	72,890.24
4	Corey Wiggins	Prosecutor	T.D.	1.00	25.00	100.00	0.25	0.00	0.00	0.00	0.00	120,166.40	30,041.60	0.00	0.00	90,124.80
5	Heather Dietz	Clerk	Cert	0.50	0.00	100.00	0.00	0.00	0.00	0.00	0.00	32,925.80	0.00	0.00	0.00	32,925.80
6	Johanna Carey	Chief APA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	108,294.80	0.00	0.00	0.00	108,294.80
7	Nathanael Karnes	Assistant PA	Cert	1.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	87,627.08	0.00	0.00	0.00	87,627.08
8	Pamela Losinski	UIFSA Clerk	T.D.	1.00	40.00	100.00	0.40	0.00	0.00	0.00	0.00	71,523.92	28,609.57	0.00	0.00	42,914.35
9	Steven Schryer	IV-D Office Assistant Director	Cert	1.00	100.00	100.00	1.00	0.00	0.00	0.00	0.00	70,662.56	70,662.56	0.00	0.00	0.00
	<b>Subtotal - Non-Administrative Staff</b>			<b>8.50</b>			<b>1.65</b>	<b>0.00</b>		<b>0.00</b>		<b>722,464.68</b>	<b>129,313.73</b>	<b>0.00</b>	<b>0.00</b>	<b>593,150.95</b>
<b>Contracted Employees</b>																
	<b>Subtotal - Contracted Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
L1	<b>SUBTOTAL - NON-ADMIN</b>			<b>8.50</b>			<b>1.65</b>	<b>0.00</b>		<b>0.00</b>		<b>722,464.68</b>	<b>129,313.73</b>	<b>0.00</b>	<b>0.00</b>	<b>593,150.95</b>
L2	<b>NON-ADMINISTRATIVE FTE PERCENTAGES</b>						<b>19.41</b>	<b>0.00</b>		<b>0.00</b>						
<b>Administrative Employees</b>																
	<b>Subtotal - Administrative Employees</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Non-Admin / Admin Combined</b>																
	<b>Subtotal - Non-Admin / Admin Combined</b>			<b>0.00</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Personnel</b>			<b>8.50</b>			<b>1.65</b>	<b>0.00</b>		<b>0.00</b>		<b>722,464.68</b>	<b>129,313.73</b>	<b>0.00</b>	<b>0.00</b>	<b>593,150.95</b>
L2	<b>STAFF PERCENTAGES</b>						<b>19.41</b>	<b>0.00</b>		<b>0.00</b>						



Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**DATA PROCESSING**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Data Processing</b>															
1	Data Processing Equipment	Direct	2,800.00	0.00	0.00	0.00	2,800.00	19.41	543.48	0.00	0.00	543.48	0.00	2,256.52	2,800.00
	<b>Subtotal - Data Processing</b>		<b>2,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>		<b>543.48</b>		<b>0.00</b>	<b>543.48</b>	<b>0.00</b>	<b>2,256.52</b>	<b>2,800.00</b>
<b>Central Services (DP)</b>															
	<b>Subtotal - Central Services (DP)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Depreciation</b>															
	<b>Subtotal - Depreciation</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Data Processing</b>		<b>2,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>		<b>543.48</b>		<b>0.00</b>	<b>543.48</b>	<b>0.00</b>	<b>2,256.52</b>	<b>2,800.00</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**OTHER DIRECT**

	County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Other Direct</b>															
1	Postage	Direct	11,000.00	0.00	0.00	0.00	11,000.00	19.41	2,135.10	0.00	0.00	2,135.10	0.00	8,864.90	11,000.00
2	Office Supplies	Direct	10,217.87	0.00	0.00	0.00	10,217.87	19.41	1,983.29	0.00	0.00	1,983.29	0.00	8,234.58	10,217.87
3	Legal Publications	Direct	1,000.00	0.00	0.00	0.00	1,000.00	19.41	194.10	0.00	0.00	194.10	0.00	805.90	1,000.00
4	Dues & Memberships	Direct	3,500.00	0.00	0.00	0.00	3,500.00	19.41	679.35	0.00	0.00	679.35	0.00	2,820.65	3,500.00
5	MI Appearances	Direct	100.00	0.00	0.00	100.00	0.00	19.41	0.00	0.00	0.00	0.00	0.00	100.00	100.00
6	Witness Fees/Travel	Direct	1,500.00	0.00	0.00	1,500.00	0.00	19.41	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
7	Telephone/Cell Phones	Direct	6,000.00	0.00	0.00	0.00	6,000.00	19.41	1,164.60	0.00	0.00	1,164.60	0.00	4,835.40	6,000.00
8	Travel & Conferences	Direct	5,500.00	0.00	0.00	0.00	5,500.00	19.41	1,067.55	0.00	0.00	1,067.55	0.00	4,432.45	5,500.00
9	Contracted Services	Direct	2,500.00	0.00	0.00	0.00	2,500.00	19.41	485.25	0.00	0.00	485.25	0.00	2,014.75	2,500.00
10	MGT Services	Direct	6,731.00	6,731.00	0.00	0.00	0.00	19.41	0.00	0.00	0.00	6,731.00	0.00	0.00	6,731.00
	<b>Subtotal - Other Direct</b>		<b>48,048.87</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>39,717.87</b>		<b>7,709.24</b>		<b>0.00</b>	<b>14,440.24</b>	<b>0.00</b>	<b>33,608.63</b>	<b>48,048.87</b>
<b>Depreciation - Other Equipment</b>															
	<b>Subtotal - Depreciation - Other Equipment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total - Other Direct</b>		<b>48,048.87</b>	<b>6,731.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>39,717.87</b>		<b>7,709.24</b>		<b>0.00</b>	<b>14,440.24</b>	<b>0.00</b>	<b>33,608.63</b>	<b>48,048.87</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**CENTRAL SERVICES**

	County Name	Provider's County Total Budget	IV-D Cost	Cost Unallowable for IV-D Contract		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocat ed to P.T&C	IV-D Total	PROFC %	IV-E Share	PT & C Total	Non.IV-D / IV-E Total	% of Cost Plan	Total Amount
				PT&C Cost	Non IV-D Cost												
<b>Central Services</b>																	
1	Wexford	211,028.06	0.00	0.00	0.00	52,757.02	19.41	10,240.14	0.00	0.00	10,240.14	0.00	0.00	0.00	42,516.88	25.00	52,757.02
2	Wexford	211,028.06	0.00	0.00	0.00	158,271.05	19.41	30,720.41	0.00	0.00	30,720.41	0.00	0.00	0.00	127,550.64	75.00	158,271.05
	<b>Subtotal - Central Services</b>	<b>422,056.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>211,028.07</b>		<b>40,960.55</b>		<b>0.00</b>	<b>40,960.55</b>		<b>0.00</b>	<b>0.00</b>	<b>170,067.52</b>		<b>211,028.07</b>
	<b>Total - Central Services</b>	<b>422,056.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>211,028.07</b>		<b>40,960.55</b>		<b>0.00</b>	<b>40,960.55</b>		<b>0.00</b>	<b>0.00</b>	<b>170,067.52</b>		<b>211,028.07</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

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**PATERNITY TESTING**

	County Budget Line Item	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Paternity Testing</b>														
1	Paternity Testing	250.00	250.00	0.00	0.00	0.00	19.41	0.00	0.00	0.00	250.00	0.00	0.00	250.00
	<b>Subtotal - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,195,619.67</b>	<b>6,981.00</b>	<b>0.00</b>	<b>1,600.00</b>	<b>976,010.62</b>		<b>178,527.00</b>		<b>0.00</b>	<b>185,508.00</b>	<b>0.00</b>	<b>799,083.62</b>	<b>984,591.62</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

**FEES AND OTHER INCOME**

	County Budget Line Item	Calculation Type	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
					PT&C Cost	Non IV-D Cost									
<b>Service Fees</b>															
	Subtotal - Service Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Final Judgment Fees</b>															
	Subtotal - Final Judgment Fees		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
<b>Other Income</b>															
	Subtotal - Other Income		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
	<b>Total - Fees and Other Income</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Budget Detail - FY 2028 for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

SOURCE OF FUNDS

County Budget Line Item	Source	Provider's County Total Budget	IV-D Cost	Cost Unallowable		Provider's net Eligible Amount	IV-D Alloc. Factor %	Amount Allocated to IV-D	PT&C Alloc. Factor %	Amount Allocated to P.T&C	IV-D Total	PT & C Total	Non.IV-D Total	Total Amount
				PT&C Cost	Non IV-D Cost									
<b>Federal Incentives</b>														
Subtotal - Federal Incentives		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00
Total - Source of Funds		0.00	0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00

Budget Categories	Title IV-D	Title IV-E	Non IV-D / IV-E	P.T. & C.
<b>Personnel</b>				
Non-Administrative Staff	129,313.73	0.00	593,150.95	0.00
Contracted Employees	0.00	0.00	0.00	0.00
Administrative Employees	0.00	0.00	0.00	0.00
Non-Admin / Admin Combined	0.00	0.00	0.00	0.00
<b>Total - Personnel</b>	<b>129,313.73</b>	<b>0.00</b>	<b>593,150.95</b>	<b>0.00</b>
<b>Data Processing</b>				
Data Processing	543.48	0.00	2,256.52	0.00
Central Services (DP)	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00
<b>Total - Data Processing</b>	<b>543.48</b>	<b>0.00</b>	<b>2,256.52</b>	<b>0.00</b>
<b>Other Direct</b>				
Other Direct	14,440.24	0.00	33,608.63	0.00
Depreciation - Other Equipment	0.00	0.00	0.00	0.00
<b>Total - Other Direct</b>	<b>14,440.24</b>	<b>0.00</b>	<b>33,608.63</b>	<b>0.00</b>
<b>Central Services</b>				
Central Services	40,960.55	0.00	170,067.52	0.00
<b>Total - Central Services</b>	<b>40,960.55</b>	<b>0.00</b>	<b>170,067.52</b>	<b>0.00</b>
<b>Paternity Testing</b>				
Paternity Testing	250.00	0.00	0.00	0.00
<b>Total - Paternity Testing</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>185,508.00</b>	<b>0.00</b>	<b>799,083.62</b>	<b>0.00</b>
<b>Fees and Other Income</b>				
Service Fees	0.00	0.00	0.00	0.00
Final Judgment Fees	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
<b>Total - Fees and Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Federal Incentives	0.00	0.00	0.00	0.00

**A. CONTRACT DESCRIPTION**

COUNTY : Wexford CONTRACT NO : \_\_\_\_\_  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2028 AMENDMENT \_\_\_\_\_ LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	1.65	0.00	0.00	8.50
2. % of Total FTE	19.41	0.00	0.00	100.00
3. Caseload % (FOC, COM)	100.00	0.00	0.00	100.00
Budget Categories	Current 2028 IV-D Budget	Adjustment To 2028 IV-D Budget	Revised 2028 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	129,313.73	0.00	0.00	722,464.68
2. Data Processing	543.48	0.00	0.00	2,800.00
3. Other Direct	14,440.24	0.00	0.00	48,048.87
4. Central Services	40,960.55	0.00	0.00	211,028.07
5. Paternity Testing	250.00	0.00	0.00	250.00
<b>6. TOTAL EXPENDITURES</b>	<b>185,508.00</b>	<b>0.00</b>	<b>0.00</b>	<b>984,591.62</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>185,508.00</b>	<b>0.00</b>	<b>0.00</b>	<b>984,591.62</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>185,508.00</b>	<b>0.00</b>	<b>0.00</b>	<b>984,591.62</b>
13. County Share @ 34.00%	63,072.72	0.00	0.00	0.00
14. State Share (IV-D) @ 66.00%	122,435.28	0.00	0.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>122,435.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Budget Abstract Summary for Title IV-D Cooperative Reimbursement Program - 2024 for Fiscal Year : 2028

Agency: County Of Wexford

Application: Title IV-D Cooperative Reimbursement Program - 2024

Description	2024	2025	2026	2027	2028	Total
<b>SECTION B</b>						
1. FTE Positions	1.55	1.55	1.58	1.63	1.65	7.96
2. % of Total FTE	18.24	18.24	18.59	19.18	19.41	93.66
3. Caseload % (FOC, COM)	100.00	100.00	100.00	100.00	100.00	500.00
<b>SECTION C</b>						
1. Personnel	125,261.34	113,529.21	118,714.93	124,623.25	129,313.73	611,442.46
2. Data Processing	638.40	547.20	650.65	575.40	543.48	2,955.13
3. Other Direct	14,801.19	12,672.17	13,062.55	12,677.56	14,440.24	67,653.71
4. Central Services	31,667.07	33,250.42	35,582.87	38,547.79	40,960.55	180,008.70
5. Paternity Testing	250.00	250.00	250.00	250.00	250.00	1,250.00
<b>6. TOTAL EXPENDITURES</b>	<b>172,618.00</b>	<b>160,249.00</b>	<b>168,261.00</b>	<b>176,674.00</b>	<b>185,508.00</b>	<b>863,310.00</b>
7. Service Fees	0.00	0.00	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>172,618.00</b>	<b>160,249.00</b>	<b>168,261.00</b>	<b>176,674.00</b>	<b>185,508.00</b>	<b>863,310.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>172,618.00</b>	<b>160,249.00</b>	<b>168,261.00</b>	<b>176,674.00</b>	<b>185,508.00</b>	<b>863,310.00</b>
13. County Share @ 34.00%	58,690.12	54,484.66	57,208.74	60,069.16	63,072.72	293,525.40
14. State Share (IV-D) @ 66.00%	113,927.88	105,764.34	111,052.26	116,604.84	122,435.28	569,784.60
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>113,927.88</b>	<b>105,764.34</b>	<b>111,052.26</b>	<b>116,604.84</b>	<b>122,435.28</b>	<b>569,784.60</b>

**Attachments Index**

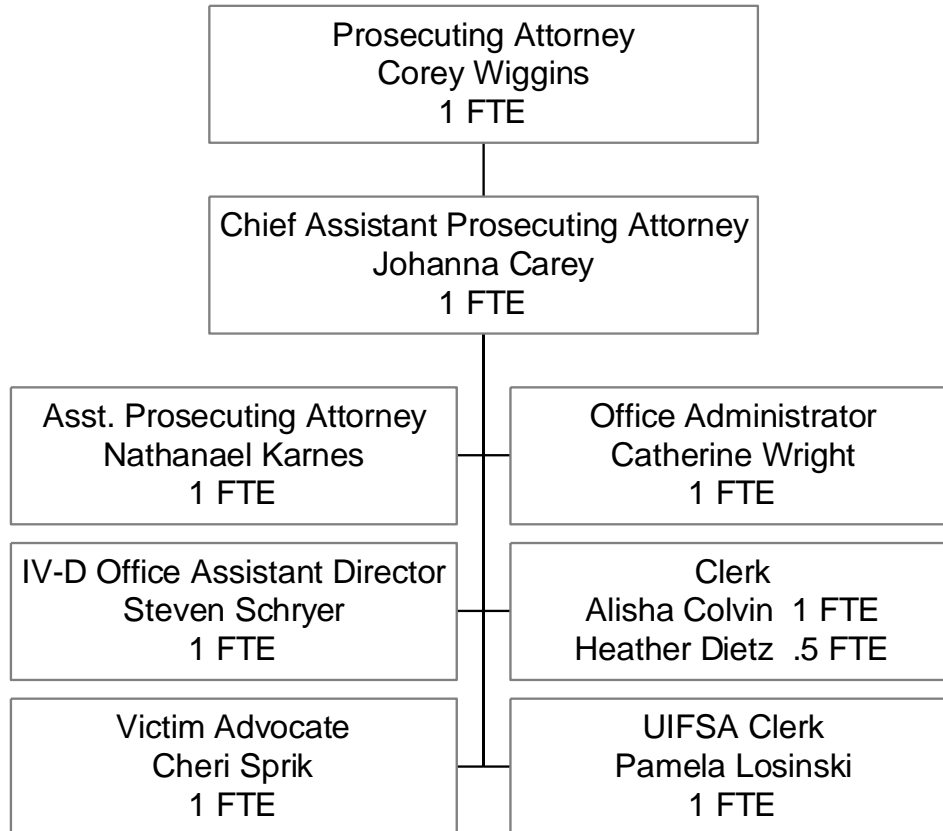
FOR OFFICE USE ONLY:	Version # _____	APP # _____
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#	Section	Title	File Name
1	Section II - Management Plan	559_Wexford PA org FY24-28.pdf	<a href="#">36494_0_559_Wexford PA org FY24-28.pdf</a>
2	Section II - Management Plan	379_IV-D Assistant Director.pdf	<a href="#">36496_0_379_IV-D Assistant Director.pdf</a>
3	Section II - Management Plan	667_Prosecuting Attorney_s UIFSA Clerk Full Time.pdf	<a href="#">36496_1_667_Prosecuting Attorney_s UIFSA Clerk Full Time.pdf</a>

# Wexford County, Michigan

## Prosecuting Attorney

### FY 2024 - 2028



FTEs = 8.50



**Wexford County Position Description**  
**Position: IV-D Office Assistant Director**  
Adopted: August 23, 2023

**Summary:** To assist the Prosecuting Attorney/IV-D Office Director, by maintaining compliance with IV-D contract performance standards, conducting background investigations for current and new IV-D staff, assign and monitor training for staff members, provide and maintain updated policies for IRS background investigations, in performing investigations for paternity and child support cases, filing court cases, and completing all legal requirements necessary in establishing paternity, obtaining child support, visitation and custody for paternity and family support orders required under the Title IV-D Cooperative Reimbursement Contract.

**Supervision Received:** Work is performed under the general supervision of the Prosecuting Attorney/IV-D Office Director.

**Supervision Exercised:** Supervise designed IV-D staff member(s)

**Responsibilities and Essential Duties and Functions,** An employee in this position may be called upon to do any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Plans orderly sequence of investigation, interview and case preparation.
2. Conducts interviews with clients and absent parents to obtain necessary information to file cases and obtain settlements. Discusses and provides information regarding MDHHS/client involvement, child support determination, paternity/family support laws, custody, parenting time, and Prosecutor/Friend of the Court/and Court polices, duties and responsibilities.
3. During interview process, reviews wage statements for both client and absent parent and other information provided by the parties and the Office of Child Support (OCS) to make calculations to arrive at proper level of child support.
4. Conducts appropriate services for each case, scheduling interview/genetic testing/court hearings, preparing all necessary court filing documents, reports, letters, stipulations and orders.
5. Coordinates services for clients with Courts and other agencies.
6. Maintains direct contact with Michigan Department of Health & Human Services child support worker to obtain and provide referral/case information as needed.
7. Prepares and files all documentation and pleadings necessary for use in Court.
8. Conducts mediation sessions, prejudgment, as a means to resolve child support, paternity, custody and/or parenting time disputes. Uses mediation skills to explore issues and options and work toward resolution of the disputes.

9. As a result of mediation, prepares affidavits of parentage, stipulations and orders establishing paternity, child support, custody and parenting time agreements. Obtains all necessary signatures and sends to all parties, filing original with Court.
10. Responds to clients' and non-custodial parents' questions and problems via telephone, letter or in-office interviews on issues of paternity, paternity genetic testing, child support, custody and parenting time. Uses mediation skills to defuse and resolve conflicts.
11. Answers telephones and helps people at the counter with problems regarding the establishment of paternity and child support orders.
12. Monitors Court hearings. When needed, provides testimony in Court as witness regarding custody specifics of case, contact with parties, knowledge of non-custodial parent's income/employment and chain of evidence involving paternity genetic testing.
13. Prepares orders from referee's instructions after hearing, obtains all necessary signatures and sends to all parties, filing original with the Court.
14. Schedules swab collections. Prepares necessary paperwork to accompany genetic test kit, obtains required signatures, witnesses signatures and genetic test kit and mails genetic test kit to lab.
15. Prepares and distributes required information/status to clients, absent parents, friend of the court office, governmental agencies and attorneys.
16. Coordinates service processes with Prosecuting Attorneys, receiving procedural modifications, incorporating such revision and alerting to case irregularities.
17. Monitors referrals and open cases, obtains orders as they are received from MDHSS and files them with the Court.
18. Maintains case files and records all case information on computer.
19. Schedules all referee, Circuit Court default hearings and pre-trial conferences.
20. Monitors compliance with Federal and State regulations.
21. Supervises and provides assistance to the UIFSA Clerk as needed.
22. Perform other duties related to the Office of the Prosecuting Attorney as directed.
23. Monitors compliance with Contract Performance Training Standards
24. Ensures all IV-D staff complete training including, quarterly Confidentiality and Security training, annual customer service training, and Michigan CHILD Support Enforcement System (MiCSES) training.
25. Monitors and Maintains compliance with IV-D contract performance standards.
26. Maintains and processes monthly grant reporting records.

27. Approve monthly IV-D Cooperative Reimbursement Contract reports and submit the final monthly reports to the Treasurer's office.
28. Maintain IV-D records required by the Office of Child Support (OCS)
29. Assist the Office of Child Support during on-site audits
30. Complete State certification through the Michigan State Police CJIS to receive FBI criminal background check information through the state's CHRI system.
31. Establish and maintain a policy and procedure for new hires and current IV-D staff members for IRS Background Investigations requirements.
32. Conduct IRS background investigations
33. Coordinate and conduct the FBI fingerprint-based criminal history checks for members of the staff with access to FTI.
34. Assist The Prosecuting Attorney in determining if IV-D staff and new hires are suitable to access Federal Tax Information (FTI) and therefore work in the IV-D Program.
35. Complete yearly security awareness training and update Office Policy and Procedures with updates in Michigan and Federal laws, policies, and procedures for criminal history records information (CHRI).
36. Maintain the security of the records, report any security breaches and work with local law enforcement in determining the scope of any breach.
37. Ensuring compliance with state and federal laws, regulations, procedures, and policies regarding access, use and dissemination of criminal history records information (CHRI).
38. Ensuring employees, agents and any other person associated with the Prosecutor's Office who have access to CHRI, have received security awareness training.
39. Establish and implement minimum screen requirements for employees within the Prosecutor's Office who have access to CHRI.
40. Ensure the Prosecutor's Office establishes incident response policy, and procedures Including an operational incident handling capability for agency information systems whether physical or electronic. Further track, document, and promptly report a security incident of CHRI to the MSP-CJIC (ISO), Prosecuting Attorney, and/or local Law Enforcement.
41. Assist MSP CJIC and/or the FBI in conducting on-site audits to ensure compliance with state and federal laws, policies, and procedures.
42. Maintain and keep current a list of all employees with a digital or physical access to CHRI and their purpose for access.

**Essential Functions, Qualifications, and KSA's for Employment:** All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon hire, should have the equivalent of the following:

1. Associates Degree in a related field.

2. Two to four years of directly related, progressively responsible experience, including at least one year of supervisory managerial experience.
3. Must obtain CHRISS Administrator/LASO certification.
4. Must attend State seminars to obtain training as an investigator and keep updated on related laws/procedures.
5. Considerable knowledge of the duties and responsibilities of the Prosecuting Attorney pursuant to the Title IV-D Cooperative Reimbursement Contract.
6. Considerable knowledge of Michigan laws related to paternity, family support and emancipated minor.
7. Ability to work well in stressful situations.
8. Ability to investigate/interview in an efficient and accurate manner.
9. Ability to mediate disputes, solve problems and gain the cooperation of the individuals involved.
10. Ability to work effectively with the public and other employees.
11. Must maintain confidentiality.
12. Must have good communication and organizational skills.
13. Must be proficient with computers and keyboarding, including data entry and Windows programs.

**Conditions of Employment:** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, ect.)

1. A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; FBI fingerprint scan; and/or drug and alcohol testing as required and allowable by law



## WEXFORD COUNTY POSITION DESCRIPTION

**Position: Prosecuting Attorney's Clerk (Full-Time)**

- A. **Summary.** Under general supervision, perform a variety of tasks involved in the day to day operation of the Prosecutor's Office including, but not limited to, the processing of criminal files, information and assistance to law enforcement, defense attorneys and the courts, provide assistance to prosecuting attorneys, legal secretarial functions including transcribing dictation, screening callers and visitors, dealing with walk-in public and perform related duties as required.
- B. **Supervision Received.** Works under the general direction of the Office Administrator and the Prosecuting Attorney.
- C. **Supervision Exercised.** None.
- D. **Responsibilities and Essential Duties and Functions.** An employee in this position may be called upon to do any or all of the following essential duties, but is not limited to these specific duties:
1. Serve as secretary to all prosecutors, typing legal and confidential material, organizing, coordinating and processing information, transcribing legal dictation, entering data in computer, preparing warrants and any other paperwork required to process a criminal file. Be able to effectively work with all prosecutors and take direction.
  2. Provide information and assistance to attorney, law enforcement personnel, organizations, agencies, officials and the general public regarding prosecutor policies and procedures. Screen calls and visitors, determining whether a prosecutor's attention is required. Respond to inquiries within the scope of authority and refer others to the proper person.
  3. Process criminal files, including the opening and closing of criminal files, reviewing that all information is included that is necessary for the prosecutors to perform their duties, identifying and correcting any problems, filing and organizing as necessary.
  4. Must have computer, typewriter and copy machine capabilities and have a general knowledge of the operation of the adult and juvenile case tracking systems.
  5. Answer incoming calls, screening and routing calls to the appropriate person and assist the public at the front window.
  6. Be experienced in all departmental processes and be able to complete as required.
  7. In relating to the public, is able to diffuse problems and has the ability to placate the angry, hostile public either by telephone or in person.
  8. Prepare from the schedule all files needed for court appearances.
  9. Perform related duties as required.



Prosecuting Attorney's Clerk (Full-Time)

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- E. Essential Functions, Qualifications, Knowledge, Skills and Abilities (KSAs) for Employment.
1. Must have a strong work ethic.
  2. Must have good communication and organizational skills.
  3. Must work effectively with the public, crime victims, fellow employees, prosecutors, police agencies, the court staff, Community Mental Health and Department of Human Services personnel.
  4. Must be proficient with computers and keyboarding, including data entry and Windows programs.
  5. Must have good filing and typing abilities.
  6. General knowledge of the court system, criminal law, and the duties and responsibilities of the prosecutor's office.
  7. This full time position is partly funded by an outside contract and hours and employment status will be reduced or reviewed if the contract changes.
- F. Employment Conditions. For purposes of the Fair Labor Standards Act, this is a "nonexempt" position.