

The Benefiting Programs Worksheet

Click on the Benefiting Programs menu option to open the Benefiting Programs worksheet, as shown in Figure 7.

PROGRAM ABBREV	PROGRAM	PROGRAM SIZE	RECIPIENT COUNTS	FEDERAL PROGRAM	FEDERALLY FUNDED?
SNAP	Supplemental Nutrition	Large	500,000 HHS/FNS	Yes	
TANF	Temporary Assistance	Large			
MED	Medicaid Eligibility Serv	Large			
CSE	Office of Child Support	Large			
Foster Care (IV-E)	Title IV-E	Small			
Foster Care (Non IV-E)	State Foster Care (Non IV-E)	Small			
Youth Transition	Title IV-E	Small			
State CPI	Child Protective Invest	Small			
STATE 5	State Program 5	Small			
STATE 6	State Program 6	Small			
REFUGEE	State Refugee Assistance	Small			

Figure 7 Benefiting Programs Worksheet

Overview. The Benefiting Programs worksheet documents high-level information on all programs that will benefit from the project.

1. **Worksheet Data.** This worksheet documents entry of the program abbreviation, full program name, program size (e.g., Large or Small), recipient counts (i.e., the number of duplicated recipients for a benefiting program), the associated Federal program (if any), an indicator for federal funding (e.g., “yes” or “no-state only”), and the applicable Federal match rate for each program. Most data entered to this sheet is copied to other sheets for further definition, and is also used in CAM-TOOL calculations. Data fields include:

- Program Abbrev -- enter an abbreviation for each program that will benefit from the project. Abbreviations are used by the CAM-TOOL in a number of other worksheets.
- Program -- enter the full program name for each program abbreviation.
- Program Size -- select size of each program from dropdown list:

Figure 8 Program Size Dropdown List

Program Size is used by the CAM-TOOL as the basis for calculations on the Shared Usage LOE worksheet.

For purposes of cost allocation, a program is considered small if it has less than 5% of the total duplicated recipient count for all benefiting programs. Refer to Chapter 4, Activity 1, of the CAM Handbook for more information on how to make this determination.

The Program Size is a critical factor in the cost allocation process. Please ensure that all benefiting programs have the correct program size designation.

- Recipient Count -- enter recipient count for each benefiting program. The recipient count is used to calculate an “adjusted” cost allocation share (e.g., percentage of allocation) for each small program. Refer to Chapter 4 of the CAM Handbook for more information on how to make this determination.
- Federal Program -- enter name of any Federal program associated with each benefiting program.
- Federally Funded? -- from dropdown list, select whether each program is a Federal or a State-only program:

FEDERAL PROGRAM	FEDERALLY FUNDED?	MATCH RATE
	Yes	
	Yes	
	No - State Program	

Figure 9 Federally Funded Dropdown List

- Match Rate -- enter the applicable match rate for each Federal program as a decimal number, i.e., enter “.50” for a match rate of 50%. If there is no Federal match, you must enter a zero (0) in this field. Verify applicable match rates with the Federal programs involved in the project.

Note: The CAM-TOOL calculations are designed to use one single figure for the federal match rate for each benefiting program. Child Welfare costs frequently must be cost-allocated further to identify attributions to the several cost centers within Child Welfare. Use the Child Welfare CAP worksheet to document any further breakdown by cost center, and the overall resulting single figure to be used by the CAM-TOOL. When an overall rate has been determined on the Child Welfare CAP worksheet, enter it to the Benefiting Programs worksheet.

2. Command Buttons. None

3. Required Fields needed for the CAM-TOOL automated calculations. For each program, you **MUST** enter data for program abbreviation, name, size, recipient counts, and match rate. See important constraint below for correcting errors in data entry.

- Program_Abbrev
- Program_Size (Small vs Large)
- Recipient Counts
- Match Rate

4. Data Copied To Worksheet. None.

5. Data Copied From Worksheet. Data is copied from this worksheet to multiple other worksheets, and is also used by the CAM-TOOL in a number of automated calculations.

- Program Abbrev -- copied to All System Usage, Shared Usage LOE, Cost Allocation Plan, as well as automated calculations. This is the data item most frequently used by the CAM-TOOL.
- Program Size -- used in automated calculations in Recipient Counts, All System Usage, and Shared Usage LOE worksheets.

- Recipient Counts -- copied to Recipient Counts worksheet and also used in automated calculations.
- Match Rate -- copied to Cost Allocation Plan and used in automated calculations.

6. Worksheet Calculations. None.

7. Constraints and Notes.

- Columns must NOT be inserted between the defined columns for Program_Abbrev, Program, Program Size, Recipient Counts, Federal Program, Federally Funded, and Match. These columns MUST remain as Columns C through I respectively. In particular, the CAM-TOOL uses Program Size data (column "E") to calculate the benefiting program shares for the Shared Usage LOE Worksheet.

There is no limit to the number of rows that may be used to document benefiting programs, starting with Row 3.

- If you leave this worksheet without filling in one or more Program names, Program Sizes, Recipient Counts, or Match Rates, the system displays the error message below and returns you to the Benefiting Programs worksheet to fill in the missing information.

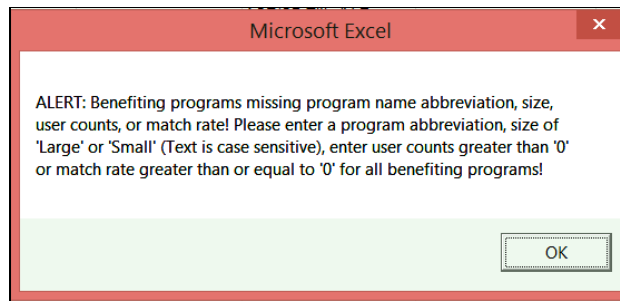


Figure 10 Error Message - Missing Data

- The same error can occur if you enter data to a new line and then try to backspace to 'erase' the data you entered. **To delete data, highlight the error cell(s), right-click, and choose to Delete Contents of the cells.**