

STATE AID REIMBURSEMENT*

Effective: January 12, 1981

01-15

Most Recent Revision: June 15, 1993

Objective: To establish procedures for obtaining State Aid

Reference: Youth Bureau, Public Health Department, Mental Health Department, Social Services Department, Office for the Aging, Probation Department

Policy of the Board of Representatives:

1. It is the responsibility of the department to work with the appropriate State department, to prepare State Aid Claim Vouchers according to the correct regulations and to submit them to the Comptroller's Office. Claims for reimbursement of expended County funds must be submitted to the Comptroller's Office within fifteen (15) days of the end of the claim period (monthly or quarterly as required) where possible, but no later than thirty (30) days after the end of the claim period.
2. Contract agencies prepare their own State Aid Claim Vouchers and submit them to the appropriate County department for review, approval and forwarding to the Comptroller's Office.