

INSTRUCTIONS FOR COMPLETION OF FUNDING WORKSHEETS (ATTACHMENTS 1-5 THRU 1-7)

A Funding Worksheet is included for each year of the three year Agreement. The top half of the worksheet is the “**Funding Summary**” which shows the allocations for the Federal Fiscal Year (FFY).

CASELOAD

- The Maximum Caseload is the number of participants the local agency can be authorized to serve per month
- The Authorized Caseload is the number of participants the local agency is allocated by the State WIC Program to serve per month at the start of the FFY.
- The Unauthorized Caseload is the reserve number of participants the local agency may be authorized by the State WIC Program to serve per month during the FFY.

FUNDING

- The Maximum Payable Amount is the funding ceiling for the FFY.
- The Authorized Funding Amount is the amount the State WIC Program is allocating to the local agency to spend to provide WIC services to authorized caseload and carry out any ATS projects.
- The Unauthorized Funding Amount is the reserve amount the State WIC Program may authorize to the local agency during the FFY.

The bottom half of the worksheet is the “**Budget Proposal**” to be completed by the local agency to be submitted as part of the Funding Application. Submit a budget for all three funding categories (columns A, B, and C). The budgets must equal the total amounts shown in the Funding Summary (top of worksheet).

There are formulas in the cells of the budget proposal which will automatically fill-in, as follows:

- Column C,
- Line Item 1 (Personnel), subtotals a and b, and
- **Total Budget** row.

Each budget worksheet must be accompanied by budget detail for line items:

- Personnel
- Operating Expenses
- Capital Expenditures, and
- Other Costs (Subcontracts)

The instructions for completion of budget detail are found with the forms as part of the Funding Application under each line item. If you have any questions, please contact your Regional Advisor.