TANF Reimbursement Form
Kansas Preschool Pilot

USD/Organization Name

USD/Organization Number

Documentation of expenditures **MUST** be kept on file locally for audit purposes and KSDE review.

**TANF Expenditures**

<table>
<thead>
<tr>
<th>Operating Expenditures for the month of</th>
<th>$</th>
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**No Administrative Costs, as listed below, will be reimbursed with TANF Funds.**

§ 263.0 What definitions apply to this part?
(a) Except as noted in § 263.2(d), the general TANF definitions at § 260.30 through § 260.33 of this chapter apply to this part.
(b) The term “administrative costs” means costs necessary for the proper administration of the TANF program or separate State programs.
   (1) It excludes direct costs of providing program services.
      (i) For example, it excludes costs of providing diversion benefits and services, providing program information to clients, screening and assessments, development of employability plans, work activities, post-employment services, work supports, and case management. It also excludes costs for contracts devoted entirely to such activities.
   (ii) It excludes the salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space.
   (2) It includes costs for general administration and coordination of these programs, including contract costs and all indirect (or overhead) costs. Examples of administrative costs include:
      (i) Salaries and benefits of staff performing administrative and coordination functions;
      (ii) Activities related to eligibility determinations;
      (iii) Preparation of program plans, budgets, and schedules;
      (iv) Monitoring of programs and projects;
      (v) Fraud and abuse units;
      (vi) Procurement activities;
      (vii) Public relations;
      (viii) Services related to accounting, litigation, audits, management of property, payroll, and personnel;
      (ix) Costs for the goods and services required for administration of the program such as the costs for supplies, equipment, travel, postage, utilities, and rental of office space and maintenance of office space, provided that such costs are not excluded as a direct administrative cost for providing program services under paragraph (b)(1) of this section;
      (x) Travel costs incurred for official business and not excluded as a direct administrative cost for providing program services under paragraph (b)(1) of this section;
      (xi) Management information systems not related to the tracking and monitoring of TANF requirements (e.g., for a personnel and payroll system for State staff); and
      (xii) Preparing reports and other documents.

   **TOTAL:**

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 1, Sections 3729–3730 and 3801–3812).

**Signature**

**Date**

Print and sign completed form and send via email to: bstrohm@ksde.org, or fax to (785) 291-3791.

Contact Natalie McClane, Education Program Consultant, Early Childhood Team at Kansas State Department of Education, with any questions, 785-296-5081, or nmcclane@ksde.org.