IV-D Expenditure Portal

Preparing the Quarterly Incentive Balance Report (QIB) Form

Revised: March 2017
# Smart Guide Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging into IV-D Expenditure Portal</td>
<td>1</td>
</tr>
<tr>
<td>My Work Screen Display</td>
<td>2</td>
</tr>
<tr>
<td>The QIB Complete Fillable Form View</td>
<td>2</td>
</tr>
<tr>
<td>Selecting a Certifier</td>
<td>4</td>
</tr>
<tr>
<td>Printing and Submitting the Form</td>
<td>5</td>
</tr>
<tr>
<td>Sending the QIB Form to the State</td>
<td>5</td>
</tr>
<tr>
<td>Not Certifying the QIB Form</td>
<td>7</td>
</tr>
<tr>
<td>QIB Summary</td>
<td>8</td>
</tr>
</tbody>
</table>

# Smart Guide Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1 – IV-D Claims – Incentives Page Login</td>
<td>1</td>
</tr>
<tr>
<td>Figure 2 – IV-D Claims – Incentives Page</td>
<td>1</td>
</tr>
<tr>
<td>Figure 3 – Log In Screen</td>
<td>2</td>
</tr>
<tr>
<td>Figure 4 – My Work Screen</td>
<td>2</td>
</tr>
<tr>
<td>Figure 5 – Complete Fillable Form View</td>
<td>3</td>
</tr>
<tr>
<td>Figure 6 – Certification</td>
<td>4</td>
</tr>
<tr>
<td>Figure 7 – QIB PDF Form</td>
<td>5</td>
</tr>
<tr>
<td>Figure 8 – Send to State QIB Task</td>
<td>5</td>
</tr>
<tr>
<td>Figure 9 – Non-Editable QIB</td>
<td>5</td>
</tr>
<tr>
<td>Figure 10 – Non-Editable QIB</td>
<td>6</td>
</tr>
<tr>
<td>Figure 11 – Not Certifying QIB</td>
<td>7</td>
</tr>
<tr>
<td>Figure 12 – QIB Summary</td>
<td>8</td>
</tr>
<tr>
<td>Figure 13 – Entering Search Criteria</td>
<td>8</td>
</tr>
<tr>
<td>Figure 14 – Summary Information</td>
<td>8</td>
</tr>
<tr>
<td>Figure 15 – Summary Information</td>
<td>9</td>
</tr>
</tbody>
</table>

# Smart Guide Appendix

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A – Notification Email Message Example</td>
<td>10</td>
</tr>
<tr>
<td>Appendix B – Confirmation and Alert Messages</td>
<td>11</td>
</tr>
<tr>
<td>Appendix C – Uploading Optional Documents</td>
<td>12</td>
</tr>
<tr>
<td>Appendix D – Title IV-D Claims Resource Guide</td>
<td>14</td>
</tr>
</tbody>
</table>
• **American Recovery and Reinvestment Act (ARRA)** – The American Recovery and Reinvestment Act was an economic stimulus package from 2009 to 2011. A special category of IV-D incentive funds were earned during the time period of this recovery act, which were included in a separate ARRA incentive fund for Prosecutors, Clerks and Title IV-D Incentive funds at the local county level.
  
  o Clerk Title IV-D ARRA Incentive Fund (8894)
  o Prosecutor Title IV-D ARRA Incentive Fund (8893)
  o Title IV-D ARRA Incentive Fund (8892) (previously known as the “county general” ARRA fund).

• **Auditor Preparer** – County employee who prepares the Quarterly Incentive Balance (QIB) and submits for certification.

• **Certify** - The County Authorized Official who is assigned the activity in each county to sign and provide the necessary approvals and / or certification of the QIB.

• **DCS Accounting Operations (DCS AO)** – Department of Child Services, Accounting Operations. Responsible for managing the financial activities of the IV–D program.

• **DCS Child Support Bureau (DCS CSB or CSB)** – DCS Child Support Bureau is the Indiana Agency which has statutory responsibility for the child support enforcement program required under title IV–D of the Social Security Act.

• **Incentive Funds** – States earn incentive funds upon evaluation of performance in five federal performance measures. Counties receive a portion of Indiana’s incentive funds.
  
  o County Prosecutor Title IV-D Incentive Fund (8897)
  o Clerk Title IV-D Incentive Fund (8899)
  o Title IV-D Incentive Fund (8895)

• **IV-D Funds** – IV-D Funds is a general reference to the funds received by County Offices through federal resources including FFP and incentive funds.

• **Quarterly Incentive Balance Report (QIB) Form** – Quarterly Incentive Balance form is the form used by County Offices to report their quarterly incentive balance for “Regular”, “ARRA”, and “Pre-1999” Title IV-D incentive funds.

• **Reprint** – The user can reprint a certified form.

• **Send to State** - The user can electronically send the certified form to DCS AO or CSB.

• **Title IV-D (or IV-D)** – Title IV-D (or IV-D) refers to Title IV-D of the Social Security Act of 1975. It is the federal law that authorizes the child support program and defines the program’s requirements.

• **Upload Supporting Documents** – The user can upload supporting documents for a form.

• **View Only User** – Person who can view the system and State certified forms, but cannot submit or certify.
**CALL OUTS**

They may look like cartoon bubbles, however Call Outs are used in a different fashion for Smart Guides. Each will offer clarification; provide additional, helpful information & guidance for the reader.

**STICKY NOTES**

These sticky notes are provided throughout the Smart Guide to offer important information not included in the document but apply to the section that follows.

**SCREEN-SHOTS**

A picture of what you will see on your computer screen when performing a specific task. They can also be examples of forms or documents.

**FIGURE** -- Provides a small caption to explain the Screen-shot just above it.

**EXHIBIT** -- Provides a small caption to explain the Screen-shot just below it.
The IV-D Expenditure Portal Guide was prepared using Internet Explorer 11 (IE11). If your computer is using a different browser or a different version of Internet Explorer, the Portal and/or the placement of action buttons may appear differently on your screen.

The Quarterly Incentive Balance (QIB) Report

Log In & My Work Screens

The IV-D Expenditure Portal is found on the Child Support Resources (CSR) website: [https://myshare.in.gov/dcs/isets/CSBResources/administrative%20claiming/Pages/Claims%20Home.aspx](https://myshare.in.gov/dcs/isets/CSBResources/administrative%20claiming/Pages/Claims%20Home.aspx)

The website also provides many helpful resources regarding IV-D Claims reporting. More information about the CSR and its IV-D Claims-Incentives page can be found in Appendix D.

**Step 1** – Type the **User Name** and **Password**. Then, [click] OK. (See Figure 1)

![Figure 1 – Claims-Incentives Page Login](image1)

*Note: For login difficulties, please contact the ISETS Help Desk at 1-800-876-4515 or #ISETSHelpDesk@dcs.in.gov.*

*Note: When entering the User Name, “Isd-shared/” needs to precede name. For example: Isd-shared\jsmith.*

The website also provides many helpful resources regarding IV-D Claims reporting.

**Step 2** - [Click] the **IV-D Expenditure Portal** link. (See Figure 2).

![Figure 2 – IV-D Claims – Incentives Page](image2)

[Click] IV-D Expenditure Portal.
Step 3 – [Enter] the **User Name** and **Password**. Then, [click] the **Log In** button. (See **Figure 3**)

![Figure 3 – Log In screen](image)

[Enter] the **User Name** and **Password**. Then, [click] **Log In**.

**Note:** When entering the **User Name** do not enter the “Isd-shared\". For example: Isd-shared\jsmith. The user will enter jsmith as the **User Name**.

The system initiates a “Prepare QIB” task and places it the My Work Queue. The task will display the Quarterly Incentive Balance Report (QIB) form that needs to be worked for the particular quarter.

**Step 4 –** To begin preparing a QIB form, [click] the **Prepare QIB** blue link. (See **Figure 4**)

![Figure 4 – My Work Screen](image)

[Click] the **Prepare QIB** blue link.

**The QIB Complete Fillable Form View**

The system will display the **Complete Fillable Form View** for the QIB. If a fund has no data to report, leave it blank. The system will report zero for unused funds.
Step 1 – Fill in the data for each month within the quarter. If there is a Balance Adjustment entered, a comment/rationale is needed in order to move forward. Enter a Rationale when necessary. (See Figure 5)

The display shows the Form ID, Quarter/Year, and County.

Enter Adjustment Rationale.

Certification section

Figure 5 – Complete Fillable Form View

Note: If the appropriate certifier name is not listed, please contact CSBACRequest@dcs.in.gov.
Selecting a Certifier

The Certification section contains a drop-down menu to select the individual’s name who is signing to certify the QIB form. If only one Certifier is available in the office, that person will be automatically selected.

**Step 1** – [Select] **Certifier Name** from the drop down menu and [click] **Next**. (See Figure 6)

![Figure 6 - Certification](image)

[Select] the name of the Authorized official who will sign the form.

**Note:** QIB must be signed by the Certifier before it can be certified online.

The system will display the QIB in the State Approved Format. The QIB must be printed prior to certifying the form. After the State Approved Format of the QIB is signed by the county authorized certifier, the form is mailed to CSB. The signed QIB form can be scanned, emailed, or faxed to CSB.

![Indiana Child Support Bureau](image)

**ATTN: Financial Quality Assurance**

402 West Washington St., MS 11
Indianapolis, IN 46204
Fax #: 317-972-0105
Email: CSBQA@dcs.in.gov
Step 1 – The state approved format of the QIB form will open. [Click] **Print**. Once the document prints, [click] **Submit**. (See Figure 7)

![Figure 7 – QIB PDF Form](image)

**Send to State or Not Certifying the QIB**

After the QIB is prepared and submitted for certification, the form is sent as a new task to the electronic certifier’s My Work screen.

**Sending the QIB to the State**

Step 1 – [Click] the **Send to State QIB** blue link. (See Figure 8)

![Figure 8 – Send to State task](image)

**Note:** Users with Send to State access will also receive an email notification when the task appears in their My Work screen.
Step 2 – A non-editable QIB form will open. [Click] the **Send to State** button to submit the electronic (unsigned) copy to CSB. (See Figure 9)

Figure 9 – Non-editable QIB
Not Certifying the QIB

Step 1 – [Click] the Do Not Certify button to send the QIB form back to the Preparer to make corrections, if necessary. (See Figure 10)

Step 2 – The user will be prompted to enter notes explaining why or what changes needed to be made. Enter the Reason for Not Certifying and [click] Back to Preparer. (See Figure 11)
QIB Summary

The QIB Summary displays a detailed history or ‘audit trail’ of what actions have been completed for any particular QIB form. A user can view the QIB Summary to see if a form has been Submitted, Sent to State, Not Certified, Accepted, Not Accepted, and so forth. A user can search by date, range, office, quarter, etc.

Step 1 – From the My Work screen, [click] QIB Summary link. (See Figure 12)

Step 2 – [Enter] search criteria and [click] Search. (See Figure 13)

Step 3 – [Click] View Form to view the non-editable QIB form. (See Figure 14)

Note: If the form is only showing Submitted, but not Sent to State, then it was not sent to CSB.
Step 4 – Review the QIB Summary information. (See Figure 15)

Reminder: The Quarterly Incentive Balance (QIB) Report Forms must be submitted electronically via the IV-D Expenditure Portal and are due by the 20th day of the month following the end of a quarter. The signed copy of this form is due by the 28th day of the month following the end of a quarter. If the 20th of the month falls on a weekend or a holiday, the electronic form will be due on the next business day. If the 28th of the month falls on a weekend or a holiday, the signed copy form will be due on the next business day.
Appendix A - Email Notification Message Examples

Please login to the CSR as your QUARTERLY INCENTIVE BALANCE FORM (QIB) is available for you to complete. The QIB is due by 01/20/2017.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been Submitted on 12/14/2016 by VENDAUDPREP.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been electronically sent to State on 12/14/2016 by AUDCERT, ALIC.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

DEARBORN Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has Not been Certified on 12/16/2016 by AUDCERT, ALIC. Additional Notes: testing.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

BENTON Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has been Accepted on 12/14/2016 by ACDCSAO, DANYIEL BETH.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

CASS Q4-2016 QUARTERLY INCENTIVE BALANCE FORM (QIB) has Not been Accepted on 12/16/2016 by ACDCSAO, DANYIEL BETH. Additional Notes: testing. Please login to the CSR as your QIB is available for you to resubmit. The QIB is due by 01/29/2017.

Please do not reply to this message. This e-mail address is solely for IV-D Expenditure Online Forms notifications. If you have any questions about filling out your form, please call DCS AO at (317) 234-5831 or send an email to DCSAOINQUIRIES@dcs.in.gov.

Figure - 1: DCS-AO message
Appendix B – Confirmation and Alert Messages

Cancel Button
[Click] **Cancel** on a screen and a confirmation message will appear. [Click] **Yes** to cancel any data entered and to reassign the task to the My Work screen. [Click] **No** to minimize the message window and return to the previous screen.

![Figure 2 – Cancel Alert](image)

Reporting Zero Data
If all fields have zero amounts entered, a confirmation message appears. Fields default to zero unless an amount is entered. [Click] **Yes** to continue if the zero reportable amounts are correct. [Click] **No** to return to the previous screen.

![Figure 3 – Reporting Zero Data](image)
Appendix C – Uploading Optional Supporting Documentation

When Preparing the QIB Form

To upload optional supporting documentation to assist in filling out the online forms, select the Support Docs button when preparing the QIB form.

Step 1 – [Click] the Supporting Docs button. (See Figure 4)

Figure – 4: Prepare QIB screen

Step 2 – If there are no supporting documents attached, there will be a ‘No Records Found’ message. (See Figure 5)

Figure - 5: Upload Supporting Documents Screen

A 'No Records Found' message appears if there are no supporting documents.
Step 3 – [Click] **Browse** to search for document (See **Figure 6**).

**Figure - 6: Upload Supporting Document Screen**

Step 4 – [Click] the dropdown box under **Select Doc Type** to choose the document type. Next, [Click] the **OK** button. (See **Figure 7**)

**Figure - 7: Upload Supporting Document Screen**

**Note**: The maximum file size for uploads is 10MB for each attachment.
Step 5 – To view the uploaded document, select the View button. A user can also remove the uploaded document by selecting the Delete button. Select the Back button to return to the My Work screen. (See Figure 8)

Figure – 8: Upload Supporting Document Screen

Note: If there are no supporting documents, Supporting Docs will be greyed out and unclickable.

When Sending the QIB Form to the State

Step 1 – [Click] Supporting Docs to view supporting documents uploaded by a preparer, if any. (See Figure 9)

Figure - 9: Send to State QIB Screen

Note: As a preparer, the supporting documents can be edited or deleted until the QIB is certified. The documents can be viewed after the QIB has been approved by CSB in the QIB summary screen.
Step 2 – [Click] View to open the supporting document, or [click] Back to return to the previous screen. (See Figure 10)

Figure – 10: Send to State QIB Screen

[Click] View to view supporting document.

[Click] Back to return to the previous screen.
Appendix D – IV-D Claims Resource Guide

Child Support Resources Website (CSR) / Claims-Incentives page

Child Support Resources website (CSR)

1) From the CSR home page, select the IV-D Claims – Incentives link

On the IV-D Claims – Incentives page, you will find the following:

2) Links to Federal guidelines

3) IV-D Expenditure Portal

4) Interim Guidance Documents

5) Inventory Listing

6) Self-led Claims Training PowerPoint

7) IV-D Expense Reporting and Reimbursement Guide

8) IV-D Expenditure Portal Guidance and Training guides

9) Most recent county quarterly Incentive Fund Balances

Note: Because the IV-D Claims – Incentive website is constantly experiencing improvements and upgrades, you will find the most up-to-date version of the IV-D Expenditure Portal guides and information.
Resources Found on the CSR under the IV-D Claims-Incentives page
Log onto: https://myshare.in.gov/dcs/isets/CSBResources/administrative%20claiming/Pages/Claims%20Home.aspx

IV-D Claims Supporting Documentation Forms

• Activity Summary (listed as • Clerk Employee Child Support Activity Summary • Prosecutor and IV-D Court Employee Activity Summary)
This form is used to calculate paid time off for part-time IV-D/child support employees and provides a rolling average percentage of IV-D/child support hours worked. This percentage is then used on the Personal Activity Report (PAR). This form is found on the CSR on the IV-D Claims-Incentives page under Time and Effort Forms.

• Personal Activity Report (PAR) (please note there are separate forms for Clerks and Prosecutors/IV-D Courts)
This form is used to track hours worked by part-time IV-D/child support employees to provide hours and percentages for IV-D/child support and non IV-D/child support hours. This form is found on the CSR on the IV-D Claims-Incentives page under Time and Effort Forms.

• Semi-Annual Certification (listed as • Clerk’s Time and Effort Certification (100 percent Child Support Duties) • Prosecutor and IV-D Court 100 percent IV-D Effort Certification)
This form is for full-time IV-D/child support employees. It’s to be signed twice yearly and certifies that 100% of the employee’s time is spent on IV-D/child support. Please note the dates certified are those dates that IV-D work has already been completed. For example, this document should be completed in January 2016 for 100% IV-D work effort completed July - December 2015. This form is found on the CSR on the IV-D Claims-Incentives page under Time and Effort Forms.

• Personal Services Expenditures Worksheet
This worksheet automatically calculates the total county paid salary and benefits for all employees for the Personal Expense category of the Monthly Expense Claim Form and is found on the CSR on the IV-D Claims-Incentives page under Time and Effort Forms.

• Inventory Listing
This spreadsheet is filled out when a purchase is made with any IV-D funds and is found on the CSR on the IV-D Claims-Incentives page under Claims Guide, Interim Guidance and Inventory Listing.

Helpful Information Regarding IV-D Claims Reporting

• IN IV-D Expense Reporting Guide
This guide details reporting guidelines and procedures and is found on the CSR in the IV-D Claims-Incentives link under Claims Guide, Interim Guidance and Inventory Listing.

• User Administration Smart Guide
This how-to guide for user management is found on the CSR in the IV-D Claims-Incentives link under IV-D Expenditure Portal Guidance and Training.

• Code of Federal Regulations
  – 45 C.F.R. § 75 Subpart E - General Provisions for Selected Items of Cost: This section of the C.F.R. provides guidance on whether or not Federal grant money may be used for a particular type of expense. This is found on the IV-D Claims-Incentives page under Cost Principals on the right-hand side.
  – 45 C.F.R. § 304– Federal Financial Participation Rules: This section of the C.F.R. provides guidance on activities/expenditures which are allowable and unallowable for FFP. This is found on the IV-D Claims-Incentives page under Federal Financial Participation Rules on the right-hand side.

• Indiana Gateway for Government Units (Gateway) Website: Log onto: http://www.in.gov/dlgf/#
The Gateway Tool is a place for counties and auditors to publicly report budget information. The Gateway Tool’s budgets and reports can be useful metrics, but the data displayed should not be used as supporting documentation for your IV-D claims.