Directions and Set Up Data

Directions for Monthly Reimbursement Request (MRR).

There are three tabs that you will use:

> Directions and Set Up Data
> Client List
> Authorization Report

Cell Colors:

> Cell colors that **cannot** be changed:
> Client List tab: Gray, **Black, and** Blue cells located above the **RED line (row 12)**
> Authorization Report tab: **White** cells

> Cell colors that **can** be changed:
> Directions and Set Up Data tab: Y**ellow** and **Tan/Gold** drop down lists
> Client List tab: **Tan/Gold** and **Green** cells
> Authorization Report tab: **Green** cells

1) Print this page. Keep it for your records when completing your MRR each month.

2) On the "Directions and Set Up", go to cell B-50 and select your agency's name that has the county's name after it that you are setting this MRR up for. This will automatically fill-in the vendor and account number data on the Authorization Report and Client List tabs.
Then, click "Program #1" select a program name that is the closest in wording to your program.

> Next, input the following data into the yellow cells below:
> 1) County unit cost as noted in your FY19 application
> 2) Allocation as stated in your FY19 contract

3) Each time you receive a payment, go to the tab titled "Authorization Report" and verify the check amount you received next to the corresponding month in the column titled, "$ Agency Received"**.**
Example: July MRR requests $500; agency receives $500; type $500 in the July row (cell J-9 on Authorization Report tab) Please **DO NOT** change any data (e.g. add or delete units) from prior months on the Client List tab. If there is an error in units from a previous month, please inform the appropriate County Human Services Representative.

4) This Excel file must be emailed MONTHLY for payment....DO NOT send it as a PDF, and please DO NOT send multiple months at a time. Submitting multiple months at a time is the leading cause for payment errors on our end.
In the email subject line, type: i.e. MRR for June, Name of your Agency
There is no need to submit an MRR once all program funds have been exhausted.

Please **DO NOT**change the formatting, spacing, or print area on any of these spreadsheets.
MRR's must print on 1 page or it will be rejected! To double check, click print preview.

Thank you,
Your County Human Service Representatives

Boone County: Laura Pleiman / lpleiman@boonecountyky.org / 859.334.3124
Campbell County: Allyn Reinecke / areinecke@campbellcountyky.org / 859.547.1873
Kenton County: Bryan Norton / bryan.norton@kentoncounty.org / 859.392.1421