

Public Assistance Cost Allocation Plan Submission Standards

The Cost Allocation Services (CAS) has developed standard procedures to be followed by State Public Assistance agencies when submitting comprehensive Public Assistance Cost Allocation Plans (Plans) or Plan amendments required under Subpart E of 45 CFR Part 95. Adherence to the following procedures will expedite the submission and review process.

1. State agencies operating under an existing approved Public Assistance Cost Allocation Plan are not required to submit a comprehensive Plan each fiscal year. Only Plan amendments need be submitted as required by 45 CFR 95.509 (a).
2. In accordance with 45 CFR 95.509 (b), if a State has not submitted a Plan amendment during the State fiscal year, an annual statement shall be submitted to this office certifying that its approved Plan is not outdated. This statement should be submitted within 60 days after the end of that fiscal year.
3. If the State determines that it is necessary to submit a comprehensive Plan (e.g., due to numerous and/or significant changes that effect the approved cost allocation procedures), the submission should include the following:
 - A summary or listing of the changes made to the Plan, including the effected pages. It is further recommended that the State highlight, bold or otherwise identify those specific sections of the Plan that have changed.
 - An organizational chart showing the placement of each unit whose costs are charged to the programs operated by the State agency.
 - A listing of all Federal and all non-Federal programs performed, administered or serviced by the State agency.
 - A description of the activities performed by each organizational unit and, where not self-explanatory, an explanation of the benefits provided to Federal programs.
 - The procedures used to identify, measure and allocate costs to each benefiting program and activity (including activities subject to different Federal Financial Participation rates).
 - The estimated cost impact resulting from the proposed changes to the previously approved Plan.
 - A statement stipulating that wherever costs are claimed for services provided by a governmental agency outside the State agency, that they will be supported by a written agreement that includes, at minimum, (i) the specific service(s) being purchased, (ii) the basis upon which the billing is made by the provider agency, and (iii) a stipulation that the billing will be based on the actual cost incurred. Refer to 45 CFR 95.507(b)(6).

- If the public assistance programs are administered by local government agencies under a State supervised system, the State agency's Plan shall include a cost allocation plan for the local agencies.
 - A certification by a duly authorized State official in accordance with 45 CFR 95.507(b)(8).
 - Other information as is necessary to establish the validity of the procedures used to identify, measure, and allocate costs to all programs being operated by the State agency.
4. For Plan amendments, the revised pages should be accompanied by the following:
- A summary or listing of the changes made to the Plan.
 - The estimated cost impact resulting from the proposed changes to the previously approved Plan.
 - A certification by a duly authorized State official in accordance with 45 CFR 95.507(b)(8).
5. For those State agencies that do not submit a comprehensive Plan each State fiscal year, it is recommended that each page of the Plan or Plan amendment contain a submission date and an effective date at the bottom of each page. When a page is revised, a new effective date and a revision date should appear at the bottom of the page. If a change has a different effective date than the rest of the Plan, the State should identify the effective date by the applicable narrative.
6. The Plans and Plan amendments should be submitted electronically to the assigned regional office: CAS-NY@psc.hhs.gov or CAS-SF@psc.hhs.gov. CAS will forward a copy of the electronic file to the appropriate Federal agencies for review.

The Plan or Plan amendment should be submitted as a single PDF file titled "Proposal", containing the entire proposal, including the summary of the changes made to the Plan, a required certification and an estimated cost impact, if applicable.

Due to our email server limitations, for those electronic files that exceed 35 MB, the submissions can be divided into two or more files and emailed separately. Or, the submissions can be submitted by mail on a CD disk or flash drive. We request that States do not submit numerous small files which can be difficult to manage and review.

If there are any questions concerning the next Plan or Plan amendment submission, please contact us at CAS-NY@psc.hhs.gov or CAS-SF@psc.hhs.gov.