**OH-30 CFIS Desk-Aid**

**County fiscal agents must enter OH-30 Costs of Services, including accruals and obligations every two weeks in CFIS.**

1. Costs from 1st to 15th must be entered by the last day of the month into CFIS (not necessary to close out this entry).
2. Costs from 16th to last day of month must be entered by the 18th of the following month.

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| --- | --- |
| **When costs incurred****(including accruals and obligations)** | **When to update in CFIS** |
| 1st to 15th | by the last day of the month |
| 16th to last day of month | by 18th of following month |

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| **Element** | **Code** |
| **SA Project** | **JFSCWE30** |
| **SA Project Name** | **NEG-30 Disaster SSFL** |
| **RMS Coding** | **486** |

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| **Activity** | **CFIS Sub-Project Code** |
| Wages earned by program participants performing approved disaster recovery activities. DWG participants may not be employed more than 1 year (2,080 hours) | **DNEGWAGES** |
| Cost of fringe benefits paid to participants such as Worker’s Comp., retirement or insurance if appropriate. | **DNEGFRNGE** |
| Cost of personal & safety items provided to participants including immunizations needed to safely perform grant operations. Cost of items for personal use such as clothing, boots, helmet liners and gloves – items not generally shared by multiple workers.  | **DNEGSUPPT** |
| Costs of non-staff items needed for operation of the grant, such as supplies, equipment, debris removal, participant training costs, etc. | **DNEGOTHER** |
| Program Management Costs – Non-administrative staff costs of program management and oversight including salary and fringe benefits of project manager, participant supervisor (if supervisor is not program participant), program monitor(s), etc. Cost of staff travel, communication. | **RNEGPGMGT** |
| Administrative Costs - Expenses for administrative program management and oversight tasks by the workforce area. | **DNEGADMIN** |