Instructions – Federal Cost Share Accountability Form

At the top, enter the date the report is prepared, your agency name and the period covered.

Line 1 1. Enter the amount of federal cost share collected for each service for the year just ended.

Line 2 2. Enter the number of service units provided for each service.

Line 3 3. The per unit fees field is already completed.

Line 4 4. The Units X fee line will automatically calculate if completed electronically. If manually completed, multiply line 2 by line 3.

Line 5 5. Unexpended balance – subtract line 4 from line 1. This line should equal zero (0).

Note: Services cannot be discontinued if a service recipient does not participate in cost sharing.