

## 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.