

Objectives

What is Aid to County Database?

Where is it located?

Why is it important?

When is it available to be used?

What are the rules?



Aid to County Database

**Presented by
DPH Local Technical Assistance
& Training Branch**

Management & Supervision 2023



Also known as ATC



A Web based portal



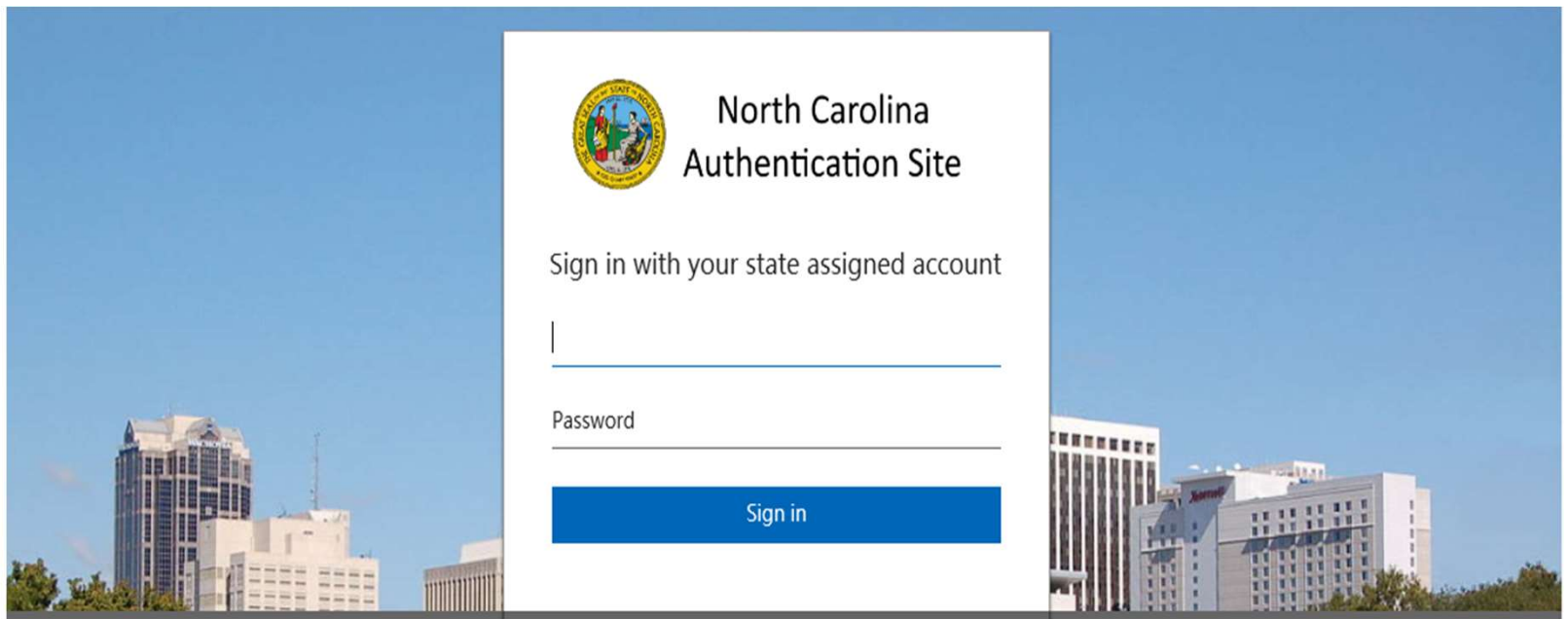
Allows access to state funds

Where is Aid To County Database?



<https://atc.ncdhhs.gov>

Where is Aid To County Database?



2 types of users

County Users:
Health Directors
ATC Data Entry Personnel

County Admin:
County Finance Officer

Why is ATC important?

State Funds

Required by the Consolidated Agreement

Aid to County Expenditure Report



Completed Monthly



Draw Down State Funding



Deadlines set by State Controllers
Office

ATC Expenditure Control Schedule



Aid-to-Counties Schedule for Calendar Year 2023

| Payment Month | LHD Staff Expenditure Reporting Period | | NCDHHS Office of the Controller Payment Date | DPH Staff DCFW Staff ATC Edit Access | |
|---------------|---|----------|---|--|----------|
| | Begins | Ends | | Begins | Ends |
| January | Tue 1/10 | Tue 1/17 | Fri 1/20 | Tue 1/24 | Tue 2/7 |
| February | Wed 2/8 | Wed 2/15 | Mon 2/20 | Wed 2/22 | Tue 3/7 |
| March | Wed 3/8 | Wed 3/15 | Mon 3/20 | Wed 3/22 | Mon 4/10 |
| April | Tue 4/11 | Mon 4/17 | Thu 4/20 | Mon 4/24 | Fri 5/5 |
| May | Mon 5/8 | Mon 5/15 | Thu 5/18 | Mon 5/22 | Wed 6/7 |
| June | Thu 6/8 | Thu 6/15 | Tue 6/20 | Thu 6/22 | Mon 7/10 |
| July | Tue 7/11 | Mon 7/17 | Thu 7/20 | Mon 7/24 | Mon 8/7 |
| August | Tue 8/8 | Tue 8/15 | Fri 8/18 | Tue 8/22 | Fri 9/8 |

Aid to County Screenshot

Select Fiscal Year: Select County: Reporting Month of: Totals for the month
Requested: \$0.00
Teen Pregnancy: \$0.00
Temporary Food Establishment Fees: \$0.00
Grand Total: \$0.00

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| Activity | Fund | RCC | FRC | Description | Begin Date | End Date | Remaining Allocations | Amount Requested | Teen Pregnancy Match | Temporary Food Establishment Fees | Line Items |
|---------------------|------|------|-----|--------------------------------------|------------|-----------|-----------------------|------------------|----------------------|-----------------------------------|------------|
| 101 | 13A1 | 5740 | 00 | Maternal Health | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 101 | 13A1 | 5740 | AP | Maternal Health | 10/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 101 | 13A1 | 5740 | AP | Maternal Health | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 101 | 13A1 | 5740 | AP | Maternal Health | 2/1/2022 | 5/31/2022 | \$5,702.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 110 | 1161 | 4110 | 00 | General Aid-to-Counties | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 116 | 13A1 | 5116 | 00 | Healthy Beginnings | 6/1/2021 | 5/31/2022 | \$31,419.50 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5151 | T2 | Family Planning | 6/1/2021 | 5/31/2022 | \$16,586.86 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5735 | 00 | Family Planning | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5735 | AP | Family Planning | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5735 | AP | Family Planning | 10/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5735 | AP | Family Planning | 2/1/2022 | 5/31/2022 | \$4,290.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5900 | FP | Family Planning | 6/1/2021 | 3/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 5900 | FP | Family Planning | 4/1/2022 | 5/31/2022 | \$11,726.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 151 | 13A1 | 6021 | FR | Family Planning | 6/1/2021 | 5/31/2022 | \$17,532.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 165 | 13A1 | 5700 | AR | Infant Mortality Reduction | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 165 | 13A1 | 5700 | AR | Infant Mortality Reduction | 2/1/2022 | 5/31/2022 | \$37,918.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 165 | 13A1 | 5700 | AR | Infant Mortality Reduction | 10/1/2021 | 5/31/2022 | \$35,162.76 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 318 | 1271 | 5318 | AR | Care Management for at Risk Children | 10/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 318 | 1271 | 5318 | AR | Care Management for at Risk Children | 2/1/2022 | 5/31/2022 | \$3,109.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 318 | 1271 | 5318 | AR | Care Management for at Risk Children | 6/1/2021 | 5/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |

ATC Screenshot of Total

This shows the total amount requested from the state is \$171,610.90 ←

| | | Totals for the month |
|------------------------------------|--|----------------------|
| Requested: | | \$171,610.90 |
| Teen Pregnancy: | | \$0.00 |
| Temporary Food Establishment Fees: | | \$0.00 |
| Grand Total: | | \$171,610.90 |

The total requested should match your general ledger amounts for state expenditures

Drawing Down State Program Funds

- **Refer to the Agreement Addendum for each program:**
 - **Required work activity**
 - **Funding stipulations**
 - **Prior approval for some purchases**
 - **Draw down by method other than expenditures**

Preparing for Aid to County Expenditure Report



County Finance General Ledger
Expenditure Report



Time Equivalency Report

Checks and Balances

- **County general ledger for state expenditures should balance to the ATC requested amount each month.**
- **Program audits to ensure proper draw down of state funds**
- **Administrative monitoring to ensure proper method for calculating ATC**

Some Rules

- **Entries must be certified by midnight in order to get funds.**
- **If entries are not completed by the deadline you must amend the report next month.**
- **Approximately 3 days after the deadline you will receive an electronic funds transfer.**



LTATB would like to thank our local public health partners. Please reach out to your LTATB consultant with any questions.

**DPH Local Health
Department Website**

<https://publichealth.nc.gov/lhd/index.htm>