



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
FINANCIAL SERVICES ADMINISTRATION – OFFICE OF ACCOUNTING SERVICES  
P.O. Box 45842, Olympia, Washington 98504-5842

April 7, 2017

TO: Judy Pless  
Kittitas County

FROM: James (Jay) Minton  
Financial Services Director, Office of Accounting Services

SUBJECT: Working Advance Funding Analysis Results  
SFY17 Contract ID: 1563-32734-01

As part of the Department of Social and Health Services (DSHS) annual review of Working Advance Long-term Payables to organizations throughout the state, we completed an analysis of the Documentation of Funds data your organization recently submitted.

A summary of the analysis is listed below:

DSHS Program	Current 2017 Advance	SFY2018 Contract Amount	2-Month Average of SFY2018 Contracts	2016 DSHS Reimb. As reported per DOF	2-Month Average of SFY2016 DSHS Reimb/Per DOF	<u>Maximum Advance:</u> Lesser of the two 2-Month Amounts	Amount of Refund due DSHS	Amount eligible for increase
DDD	\$92,144	\$762,332	\$127,055	\$717,728	\$119,621	\$119,621	-	\$27,477

Based on these results you are eligible for an increase to your DSHS working advance. Increases must be requested on your organizations letterhead.

Please send the request for increase to David Erickson via Email, or to the address below.

Department of Social & Health Services  
ATTN: David Erickson, Office of Accounting Services  
PO Box 45842  
Olympia, WA 98504-5842

If you have any questions, please do not hesitate to reply by email to [david.erickson@dshs.wa.gov](mailto:david.erickson@dshs.wa.gov) or [Kelly.brown@dshs.wa.gov](mailto:Kelly.brown@dshs.wa.gov) or call David Erickson at (360) 664-5757 or Kelly Brown at (360) 664-5752

Sincerely,

**James (Jay) Minton**  
**Director, Financial Services Administration**  
DSHS Office of Accounting Services