

Acceptable Use of Funds and Expense Categories

Schedule B

Listed below are expense descriptions that may be used in the preparation of the budget in determining total costs for proposed services. Ineligible expenses are listed as well for your reference.

ELIGIBLE EXPENSES

Category	Expense	Description
Personnel Services	Salaries/Fringe Benefits	Employee wages (hourly and salaried) and employee benefits, health insurance, FICA, etc.
Regular Operating	Advertising	Costs associated with marketing and promoting services such as flyers, posters, newspaper ads
	Audit	Costs associated with the audit of PSSF program component
	Childcare	Childcare to facilitate participation in services
	Client Transportation	Vehicle operating costs associated with the transportation of families or leasing costs of a vehicle expressly for the purpose of transporting clients
	Computer Software	Software programs that support service activities
	Consumer Support	Expenses associated with meetings such as room rental and refreshments
	Insurance/Bonding	Costs associated with fidelity bonds on employees and hazard coverage on property
	Maintenance	Costs associated with maintaining equipment used to support program services or site where services are provided
	Miscellaneous	Criminal background checks of PSSF staff and volunteers
	Postage	Postage costs related to activities such as communication with families, filing reports or marketing of services
	Printing	Printing costs for program materials
	Staff Transportation	Transportation expenses incurred in the delivery of services to families
	Subscriptions/Memberships	Costs associated with educational or professional publications or organizational dues required to support program services
	Supplies	Materials used in the provision of services such as books, paper, toys, games, etc.
Training/Conferences	Registration or enrollment fees associated with a training class, course or conference that enhances the provision of services and provides professional development opportunities	
Travel		Staff expenses for meals, lodging, and mileage for training and/or conferences
Facility Costs		Costs related to use of facility housing program administration and/ or location where services are provided
Per Diem, Fees and Contracts		Costs associated with agreements for specific service delivery evidenced by a written agreement for services or activities with a subcontractor, professional services, technical assistance or temporary labor or services
Telecommunications		Costs associated with installing or maintaining a telephone line for phone or fax use or maintaining communication for the purpose of service delivery

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INELIGIBLE EXPENSES

Childcare	Childcare provided for any other purpose other than to facilitate the participation of the caregiver in support services	
Equipment*	Televisions, VCR's, cameras, telephones, laminating machines, fax machines, copy machines, computers or printers. In addition, funds cannot be used for administrative office equipment.	
Furniture*	Purchase of office furniture	
Indirect Costs*	Flat rates to cover administrative costs which are not spelled out such as a fee for administrative services charged by an agency for program oversight	
Land/Buildings	The purchase or partial purchase of land or any type of building	
Major Renovations/ Building Projects	Structural changes or extensive alteration of facility	
Outdoors	Landscaping services, yard maintenance, fences or driveway/parking lot paving	
Utilities *	Electricity, natural gas, fuel oil, water and sewage charges	
Vehicles*	The purchase of a vehicle or the maintenance expenses of a vehicle	
* Although these expenditures are not acceptable uses of Promoting Safe and Stable Families Program funding, their expenditure can be used to meet the match requirement.		

All costs included in Budget must be associated with providing proposed services or activities. Allocation of an expense CANNOT exceed the extent to which it is consumed/utilized/incurred/required as a result of providing or to deliver the proposed services or activities.