

How to Read Your Monthly Expenditure Report

The information on your Monthly Expenditure Report is presented in three sections; one section for each type of allocation (Monthly and Carryover) and a final section listing payments issued during the month. Section 3 of the report shows a breakdown of how you have spent funds to purchase goods and services across each of your budgets. **NOTE: If you have recently enrolled in the WORK Program, you may receive a report that includes no information in one or more sections.**

Section 1: Monthly Allocation Summary

This section shows your WORK allocation information at a summary level for the month. A balance means that funds have either not been used or that payments have not yet been issued for all services. Please note that these balances are only accurate as of the report generated date and reflect payments based on timesheets/invoices that have been submitted and paid.

Month	Monthly Allocation	Total Spent	Total Swept	Balance
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- **Month:** The month of service being reported on.
- **Monthly Allocation:** Your monthly allocation amount to spend on authorized goods and services.
- **Total Spent:** The total amount of your monthly allocation that was spent on the purchase of a specific good or service. This includes purchases where payment is in process but payment has not actually been issued yet.
- **Total Swept:** The portion of your monthly allocation that was swept to Carryover. Funds for two months prior sweep to the Carryover Budget on the 20th of each month. For example: unused May funds swept on July 20. **NOTE: There is a program rule limiting how much you can save within Carryover, and you may not be able to spend all the swept funds.**
- **Balance:** The total amount of your monthly allocation approved by your Service Coordinator for the purchase of a specific good or service that has not been “Spent” or “Swept” as of the report generated date.

Section 2: Carryover Budget

This section shows the balance of your carryover budget available for use. Carryover funds are monthly allocation funds from prior months that were not used within 45 days of the end of the month. Once each quarter, the unused funds in your carryover budget will be removed and returned to Amerigroup except for an amount equal to 15% of your current monthly allocation. These numbers are cumulative and are not specific to this month.

Carryover Budget	Total Spent	Balance
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- **Carryover Budget:** The total amount of money that has swept to Carryover since you enrolled in the WORK program minus any funds that have exceeded the limit of what can be saved. You can only save up to 15% of your monthly allocation amount in carryover. Excess carryover funds are returned to AETNA on the 10th of March, June, September, and December yearly.
- **Total Spent:** The total amount of money that you have spent on authorized purchases using your Carryover budget since you enrolled in the KS WORK program.
- **Balance:** The total amount of money saved in your Carryover budget that has not been spent. (Carryover Budget - Total Spent = Balance)

KANSAS WORK AETNA Monthly Expenditure Report Information

Section 3: Payments Issued This section shows payments that have been issued by PPL during the month reported so the "Payment Date" below is during the period being reported on. This may include payments for prior months of service. For services provided by a PA the "Total" is the amount that came out of your allocation to pay for the services, not necessarily the amount on the check the PA received.							
Allocation Type	Payment Date	Authorization Type	Provider	Start Date of Service	# Units	Rate	Total

- **Allocation Type:** The allocation from which the payment was made. You have two budgets types from which Personal Assistants (PA) can be paid: Monthly Allocations and a Carryover Budget.
- **Payment Date:** This is the date the KS WORK program, through Public Partnerships LLC (PPL) issued the payment to the provider.
- **Authorization Type:** The program has standard categories for the services that participants can purchase. A list of Authorization Types has been included on the bottom of this page.
- **Provider:** Lists the name of the provider that you purchased services from. "Public Partnerships LLC" will be listed as the provider if you purchased a background check for a PA. You will be listed as the provider if the payment was a reimbursement.
- **Start Date of Service:** The day on which the service was provided. If the services took place on multiple days, the start date of service will list only the first day the services were provided for the pay period or month. (Example: PA services received in July 2018 would show the date of service as 7/2/2018 if the first day the PA worked was the second of the month).
- **# Units:** This is the number of units of service paid to your provider. For PAs, 1 unit = 1 hour. For other types of providers, the unit type can vary or may be listed as "1" if the provider charges a flat rate for their service for the month.
- **Rate:** This is the billable rate paid to your provider per unit of service. If you employ a PA, it is likely that you are required to pay state and federal employer taxes in addition to what your employee receives as their pay rate. Refer to the "Cost to Employer" reference sheet in your enrollment packet for more detail.
- **Total:** This is the amount deducted from your WORK allocation for each specific payment issued by PPL. **NOTE: Since Section 3 list payments issued during the month being reported on including payments for services provided prior to the month, the total in this section may not match the "Total Spent" value in Section 1.**

We hope you have found this information helpful. If you have any unanswered questions about this report, please contact PPL customer service by calling 1-833-549-5673.

Authorization Type	Service Type Description	Authorization Type	Service Type Description
PAS*	Personal Assistant Services	MEALS	Meal Service
APPLIANCE	Home Appliance	MONITOR	Emergency Monitoring
BACKGROUND	Background Checks for Pas	MONITORINS	Emerg. Monitoring Installation
COAD	Advertising	MOW	Mowing
COINS	Health Insurance	OTHER	Other
COLEAVE	Sick or Vacation Leave	REMOVESNOW	Snow Removal Service
HOUSEKEEP	Housekeeping Service	TRANSPORT	Transportation Service
LAUNDRY	Laundry Service	WORKSPRT	Employment Support

*Activities of Daily Living (ADL), Instrumental Activities of Daily Living (IADL), and Employment Related Support (EMPSUPPORT) are service codes within the Authorization Type Personal Assistant Services (PAS).