

**INSTRUCTIONS FOR FORM CA 800 CAPI
SUMMARY REPORT OF ASSISTANCE EXPENDITURES
CASH ASSISTANCE PROGRAM FOR IMMIGRANTS, NONFEDERAL**

General Information

1. Enter county name, and month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

Current Month

4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll.
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

Prior Month Negatives

For each column:

6. Lines 7 through 10: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 11: Subtotal of Lines 7 through 10. This amount will calculate automatically.

Prior Month Positives

8. Line 12: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.

Total

9. Line 13: Total Aid Payments, current and prior months (Lines 6 + 11 + 12). This amount will calculate automatically.

Summary by Funding

10. Line 14: The state and county shares will display automatically by aid code.