# INSTRUCTIONS FOR FORM CA 800 FC1 FED
# FOSTER CARE FACILITY REPORT

**Foster Family Agencies (FFA's) and Group Homes**

1. Enter County Name and Date (Month and year).

2. Columns A (FFA's) and G (Group Homes): Enter the facility name.

3. Columns B (FFA's) and H (Group Homes): Enter the Program Number from the FFA or Group Home Rate Lists.

4. Columns C (FFA's) and I (Group Homes): Designate maintenance costs as: R-Revised, C-Current, P-Prior, O-Original.

5. Columns D1 (FFA's) and J1 (Group Homes): Enter persons count.

6. Column D2 (FFA's) and J2 (Group Homes): Enter the total benefit amount paid to the facility (amounts above the State set rate must not be included).

**FFA's Only**

7. Column D3: The Maintenance Ratio will enter automatically.

8. Column D4: Total Maintenance Costs (Column D2 x Column D3). This amount will calculate automatically.

9. Column D5: Enter the Nonfederal Maintenance Ratio from the appropriate Foster Family Agency Rate List.

10. Column D6: Nonfederal share (Column D4 x Column D5). This amount will calculate automatically.

11. Column E1: Enter the Administrative Cost Ratio from the appropriate FFA Rate List.

12. Column E2: Total Administrative Cost (Column D2 x Column E1). This amount will calculate automatically. Columns D4 plus E2 should equal Column D2 Total Aid Paid.

13. Column E3: Enter the Federal Administrative Cost Ratio from the appropriate FFA Rate List.

14. Column E4: Total Federal share (Column E2 x Column E3). This amount will calculate automatically.

15. Column F1: The Administrative Cost Nonfederal ratio will enter automatically.

16. Column F2: Nonfederal share (Columns E2 x F1). This amount will calculate automatically. Columns E4 plus F2 should equal the total of Column E2.

**Group Homes Only**

17. Column J3: Enter the Non-federal Maintenance ratio from the appropriate Group Home Rate List.

18. Column J4: Nonfederal share of maintenance costs (Columns J2 x J3). This amount will calculate automatically.

**General Instructions**

19. The Totals for Columns D1, D2, D4, D6, E2, E4, F2, J1, J2, J4 will calculate automatically.

20. The Total of Columns D6, E2, (FFAs) and J4 (Group Homes) should match Line 14 on the CA 800 FC FED form.

21. The total of Column E4 should match the total of Line 22 on the CA 800 FC FED form.

22. If any amount, other than zero, appears on the "check calculation" row, this indicates an error. Please correct before submitting.

23. Comments have been inserted in the "Calculation Checked" cells. Point the cursor to the cells and a formula will be displayed to help check for error.