

Merit Award closing guidelines 2016-2017

You must submit one of these documents to your STARS Specialist:

- Your completed and signed APPROVED Attachment #1 emailed to you by your STARS Specialist.
- or
- Your completed and signed APPROVED Attachment #2

Remember: While flexibility is allowed, **money can never be moved out of the Infant/Toddler care level**. If shifting expenses between any other care levels, this requires a budget revision approved by your STARS Specialist.

What do I do if I used Attachment #1?

- Do NOT make any changes on the Budget Request Tab.
- Complete the Final Expense Report tab by entering your actual spending amounts in the appropriate category line by Care Level.
- When completed, if any of the categories indicates "Budget Revision Required" in the last column, then the Budget Revision tab MUST be completed, including the justification for the revision. Be sure you discuss your revision request with your STARS Specialist and receive approval before you submit your closing paperwork.
- Double check your math to make sure your amounts are correct. Be sure the Total Grant Expenditure does not exceed your total award grant amounts.
- If your Total Grant Expenditure is **less** than the grant amount you received, you are required to return the unspent funds. Mail a check to SERK made out for the unspent amount. Include your MPI number and "Merit refund" in the memo line of the check.
- Sign and date the Final Expense Report tab. Electronic signature is acceptable.

What do I do if I used Attachment #2?

- Complete the KEYSTONE STARS MERIT AWARD BUDGET WORKSHEET, BUDGET REQUEST, BUDGET REVISION, and FINAL EXPENSE REPORT by entering your actual spending amounts in the "Amount Spent During Period" column. Indicate any unspent amounts in the "Unspent Funds" Column. Be sure you discuss any budget revision requests with your STARS Specialist and receive approval before you submit your closing paperwork.
- Double check your math to make sure your amounts are correct. Make sure the Total Award Costs on page 2 does not exceed your total awarded grant amounts.
- If your Total Award Costs is less than the grant amount you received, you are required to return the unspent funds. Mail a check to SERK made out for the unspent amount. Include your MPI number and "Merit refund" in the memo line of the check.
- Sign and date the Final Expense Report on page 2. Electronic signature is acceptable.

Do I submit any supporting documentation?

No, don't send in ANY receipts or documentation with your closing paperwork! You must keep appropriate records on file, including receipts, for documentation if you are selected for an on-site monitoring visit.

How do I submit my paperwork?

- Email to your STARS Specialist. If you used Attachment #1 you must use email.
- Fax: 267-765-2397, to your STARS Specialist's attention. Only Attachment #2 can be faxed.
- Mail Refund Checks to SERK@PHMC, LM 500, Lower Mezzanine, West Tower, 1500 Market Street, Philadelphia, PA 19102.