



How do I . . .

REQUEST A NEW FUNDING SOURCE BE ADDED TO MPER

OR AN OLD FUNDING SOURCE BE MADE INACTIVE IN MPER

On the MPER Allocation Statement Page the Program office staff must select one or more funding sources for each service on the contract (see screen shot below).

To request a new funding source be added to the MPER drop down for your office/bureau, email the Contracts Unit Manager.

The screenshot shows a web form titled "Edit Program Funded Adjustment". It contains several fields: "Service Name" (Concrete Goods and Services|Other|Other), "Previous Amount Not to Exceed" (100000), "Difference" (empty), and "Current Total Amount" (empty). A red rectangle highlights the "Funding Source" dropdown menu, which is open and shows a list of funding sources: 1st Steps, Adoption Resources/Exchange, Beverly Jewel Wall Lovelace, CYF/JPO, Casey Family Programs, Child Abuse, Child Advocacy, Churches & Clergy, DHS programs, DPW Special Grant-Alt to Truancy, and DPW Special Grant-FDC. Below the dropdown, the "Program" field is set to "DNA/UBUNTU", "Start Date" is "07/01/2012", and "End Date" is "06/30/2013".

If an existing funding source has become obsolete, the source should be made inactive so that it will not be used in future periods.

To request a funding source be marked inactive in the MPER drop down for your office/bureau, email the Contracts Unit Manager.