

Attachment A Worksheet	Attachment A
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## Instructions for Completing Attachment A and the Associated Worksheet

This workbook contains three worksheets that are accessed via the colored tabs along the bottom.

After determining how your county will spend the contracted dollars, complete the appropriate cells shaded in pink. If the Overall Total underneath the chart turns red, it will be necessary to reduce either the number of items or the cost per item.

Write any explanatory notes that may be necessary to clarify data entered above.

Submit the saved Attachment A information by deadline to [breann.stewart@h-gac.com](mailto:breann.stewart@h-gac.com)

**BEFORE** completing your reimbursement form (Attachment B) for each month, go to the Attachment A Worksheet and enter the number of assessments and/or counseling that will be charged.

If any of the numbers in the Variance column for any of the months appears in red, make a change in your reimbursement request so that there is no overage in any of the categories. Do NOT make changes in Attachment A, as the numbers there are a part of the signed contract.

If there is no avoiding go over your allotted amount in any of the categories listed in Attachment A, contact Breann Stewart at H-GAC.

# Thanks!

