

Total Children Served (TCS) Reports

Each monthly Reimbursement Request will require two (2) TCS numbers and their supporting documentation. These numbers and their documentation are required regardless if the TCS factor is used to claim reimbursement of expenses.

The two (2) parts to the TCS (Total Children Served) factor are the:

- Matchforce Report that reflects the number of children served with JJ9/MYIO2 funding for the current month
- Matchforce report that reflects the total number of children served by the agency for the current month

The reports can be found in the following Matchforce Report Folder:

Reports / Shared with Me / National Reports / National Grant Reports

Report Names:

JJ9 – Last Month Children Served

MYIO2 - Last Month Children Served

Last Month TCS – All Matches

The TCS reports are set up to pull TCS numbers (Agency specific) for each of the current OJJDP Grants (JJ9 & MYIO2) for **‘last month’**. The ‘All Matches’ report is also set to run ALL MATCHES for **‘last month’**. This means if you run the reports on any calendar date spanning 4/1/20-4/30/20 (for example), the report will return results for **March 2020**. All you will need to do is select the report and the report will automatically run with these pre-set parameters.

Tips:

- When running the reports, you will want to EXPORT the result into EXCEL (Formatted Report) and save the result locally for auditing purposes. The file will need to be converted to a PDF and uploaded within your Reimbursement Request.
 - Click the drop-down button next to ‘Edit’.
 - Select ‘Export’.
 - You will want the ‘Formatted Report’ view.
 - Click the ‘Export’ green button.
 - Open the EXCEL sheet.
 - If running ‘JJ9-Last Month Children Served’ or ‘MYIO2-Last Month Children Served’ reports, format and print **full** report to save as a PDF file. Save the full EXCEL result locally.
 - If running the ‘Last Month TCS – All Matches’ report, format the EXCEL sheet and hide the detail lines to fit the report onto one page. Please be sure that the top of the report is showing (Lines 1-20) and the end of the report that displays the total count. Exclude all match specific information (Names etc.)

If you are looking to run the TCS numbers for a period prior to ‘last month’, please be sure to check with your Agency Super User as the report can be saved and customized. If you need additional assistance, please submit a new ‘Case’ within Matchforce for technical assistance.