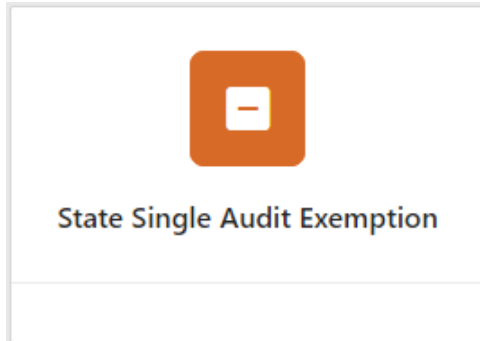


Fiscal Health Monitoring System State Single Audit Exemption Tile Job Aid

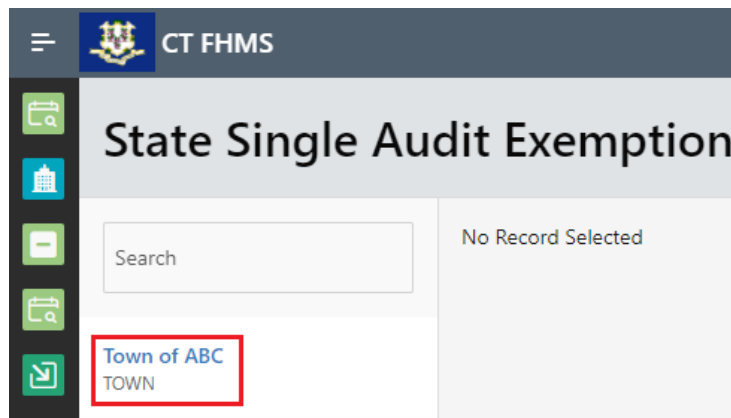


1. At the Main Menu – Select State Single Audit Exemption Tile



The State Single Audit Exemption page displays

2. Select the Entity (Town or City) on the left side



The Create button will display

Fiscal Health Monitoring System State Single Audit Exemption Tile Job Aid



3. Click **Create** on the top right of the page

The State Single Audit Exemption Form page will display

State Single Audit Exemption \ State Single Audit Exemption Information

State Single Audit Exemption Form

Fiscal Year: **2021**

Entity Name: **Town of ABC**

Entity Type: **TOWN**

Fiscal Period of Exemption From: **July 01, 2020** To: **June 30, 2021**

Total Expenditures of State Financial Awards for all programs for the fiscal period:

Note:* At any time, you may click the **Save button on the bottom right corner of the form to save your data

4. Enter the “Total Expenditures of State Financial Awards”

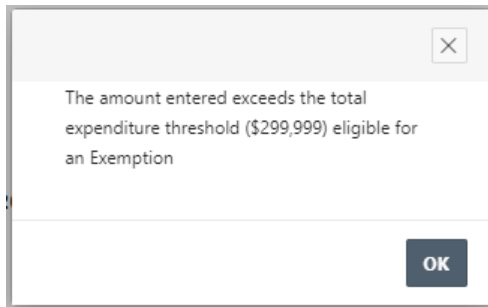
Fiscal Period of Exemption From: **July 01, 2020** To: **June 30, 2021**

Total Expenditures of State Financial Awards for all programs for the fiscal period:

Fiscal Health Monitoring System State Single Audit Exemption Tile Job Aid



**Note:* The amount entered cannot equal or exceed \$300,000. If the amount entered does, the following message will pop up.



5. Entity Certification:

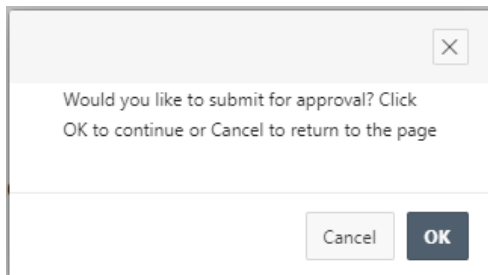
Click the checkbox- *"I certify that the information that has been entered into this form is accurate to the best of my knowledge"*

Entity Certification

I certify that the information that has been entered into this form is accurate to the best of my knowledge.
Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at OPM-FHMS@ct.gov.

**Note:* Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

A message will display – *Would you like to submit for approval? Click OK to continue or Cancel to return to the page*



Fiscal Health Monitoring System State Single Audit Exemption Tile Job Aid



6. Click **OK**

The page will show you the status of your submission

State Single Audit Exemption

Search

Year ↓	Status	Entity Certificaion	OPM Approval
2021	Submitted	Yes	No

Town of ABC
TOWN

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7. Email Notifications:

You will be sent an email from OPM-FHMS@ct.gov letting you know that you have entered and certified your data and it is ready to be looked over by OPM.

End of Process

To return to the State Single Audit Exemption Edit page – Click Year

State Single Audit Exemption

Search

Year ↓	Status	Entity Certificaion	OPM Approval
2021	Submitted	Yes	No

Town of ABC
TOWN


1 - 1

The State Single Audit Exemption page displays

Fiscal Health Monitoring System State Single Audit Exemption Tile Job Aid



To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display