

## GENERAL INSTRUCTIONS

Instructions are provided to assist in the completion of the Work Activity Program Cost Statement, Form DS 1950 (Rev 3/05). Instructions for each form, as needed, follow the pertinent form on a separate tab. The DS 1950 can be completed either electronically or manually. In both formats, any gray-shaded area is for Department use only.

Any instruction relating only to the manual completion of the form is preceded by an "M".

Any instruction relating only to the electronic completion of the form is preceded by an "E".

- E Once any information, such as the Reporting Period, Vendor Name, etc., is entered at the top of the form, the information will be copied to each subsequent form.
- E NOTE: When text is being added to a cell where text already exists, double click on cell where information is to be inserted. Then place cursor where text is to be added. If a cell is selected with a single click, inserted text will replace text already in cell (i.e., cell titles). For example double click on the reporting period cell, then place cursor after "Reporting Period".
- E Also, any blue-shaded area will be filled automatically when the necessary data is entered into the form. The "Completed By" section at the bottom of each form will need to be completed for each form.