

Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-27

SUBJECT: RIVERS EAST INVOICE PROCESSING AND REIMBURSEMENT

PURPOSE: To establish a set process and procedure for reviewing monthly contractor invoices and processing reimbursement payments.

The Rivers East Workforce Development Board will follow these procedures for submission of monthly invoices from contractors for reimbursement of expenditures under the Workforce programs. This procedure was developed to enable the Workforce Development Board to clearly identify and confirm expenses incurred by the contractors on behalf of the Board.

ACTION: All WIOA Service Providers should review and forward any questions to the Local Area.

EFFECTIVE DATE: September 20, 2021



Jennie Bowen
Workforce Development Director

Attachment

Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Mid-East Commission • Workforce Development Department
"Committed Equal Opportunity Employer/Programs"

"Auxiliary aids and services are available upon request to individuals with disabilities." Relay numbers for the Hearing Impaired: (TT) 1-800-712-6600 (voice) 1-800-735-8262

www.mideastcom.org

INVOICE SUBMISSION

1. Invoices for WIOA reimbursement are due on the **10th** of the month following the expenditure. i.e. Invoices incurred during the month of July are due by August 10th with payment to be expected on or about August 30th.

EXCEPTION: June invoices will be due sooner than the 10th, with no opportunity to make corrections, due to year-end close out processes of our Administrative Entity, Mid-East Commission, and our state finance system, WISE.

2. Service providers should scan and submit their invoice packets via email to the Rivers East Local Area Compliance Manager.

Invoice packets should include:

- a. Rivers East Invoice
 - b. All supporting documentation such as any receipts, purchase orders or other documents that clearly justify and document the reason for the expenditures.
 - c. For participant expenses, be sure to include the participant's name and State ID number on the supporting documentation. Internal spreadsheets are not considered proof of purchase. *All participant supporting documentation must be scanned into NCWorks for the expenditure to be reimbursed.*
3. Invoices must show monthly accruals (last column on the invoice).

INVOICE REVIEW

1. The Rivers East Local Area Compliance Manager will review the invoice and all supporting documentation, including checking NCWorks Online, and provide the service provider a report of any discrepancies within five (5) business days. This will be part of a desktop review process to allow the contractor an opportunity to make corrections before payment is made. The Local Area Compliance Manager will email a cumulative spreadsheet of any noted discrepancies to the Career Advisors and copy the Program Managers or designees.

The service provider will have two (2) business days to correct any discrepancies and return a corrected invoice and corrected supporting documentation to the Compliance Manager. Failure to return a corrected invoice and supporting documentation within two (2) business days will cause the expenditure to be moved from "current" to "accrued" for that month/program/county.

Corrections can be made until the due date for the next set of invoices. If corrections are not made by the 10th of the following month, they will be considered disallowed, removed from the accrued expenses column and will not be reimbursed.

For the month of June, due to year-end close out procedures, there will be a much shorter time-period to process invoices. Invoice expenditures will be reviewed based on supporting documentation scanned in NCWorks Online at the time and will be processed accordingly. The WIOA Service Provider will be provided a list of expenditures that were not reimbursed/disallowed.

2. Rivers East will not process partial invoices.

SUPPORTING DOCUMENTATION

Every expenditure must be able to be justified if asked for backup. These documents should clearly identify the expense and reason charged. *Currently, only the following supporting documentation needs to be submitted monthly and/or scanned into NCWorks Online.*

1. Staff Costs

- a. Out of Region Mileage Reimbursement
 - i. Approved and signed employee reimbursement request listing the destination and purpose of the travel. Out of Region is any travel outside of our five-county area that Rivers East serves (Beaufort, Bertie, Hertford, Martin, and Pitt counties). Google Maps or MapQuest maps are required along with a signed travel mileage form.
- b. Per Diems or receipts for expenses incurred during training and travel per agency policy
- c. Training can include conference and/or workshop registration fees. A copy of the agenda and registration should be attached
- d. Other expenses such as:
 - i. Printing and publications
 - ii. Meeting related expenses (must include agenda and sign-in sheets)
 - iii. Materials, supplies and postage
 - iv. Insurance
 - v. Occupancy costs (leases and utilities)
 - vi. Equipment (over \$500 must have pre-approval from Local Area)
 - vii. Communications
 - viii. Subscriptions and dues (over \$5,000 requires Local Area and State approval prior to purchase)

2. Participant Costs

- a. OJT contract documentation must be scanned into NCWorks to include but not limited to:
 - i. Pre-Award Analysis (Worker's Compensation must be current)
 - ii. Skills Gap Analysis Packet (Worksheet, employer job description and participant resume)
 - iii. Employer Agreement, including any modifications
 - iv. Training Plan, including any modifications
 - v. Trainee Evaluations (30-day, mid-point, and final, as applies)
 - vi. Required monthly contact documented in NCWorks case notes
 - vii. Monthly invoice packets are current (packets include Rivers East invoice, employer time cards OR Rivers East timesheet and pay stubs OR employer pay register). Time cards and pay stubs should match; any difference should be noted in a case note – no holiday, vacation, PTO,

etc. will be reimbursed. Overtime can be reimbursed at the regular wage-reimbursement rate

- viii. Verification that payment has been submitted to employer
 - ix. All Activity Codes should be entered with correct dates and applicable information.
 - x. Employer services have been recorded in NCWorks.
- b. Paid Work Experience documents must be scanned into NCWorks to include but are not limited to:
- i. Worksite Agreement, *note that participant cannot start work prior to the effective date of the Agreement (effective date is on Page 1, participant assignment is on Page 5)*
 - ii. Work Plan with employer job description and Prevailing Wage Worksheet or Prevailing Wage Worksheet calculated by the Board and an O*NET job description, *note that the participant cannot have a start date prior to the effective date of the Agreement and the start date on the participant assignment page as noted above*
 - 1. *Employer Waiver: if the employer job description has a requirement (such as education), that the participant does not currently have, the employer must provide a waiver of those requirements for the participant to be paid the entry-level wage.*
 - iii. Participant and Supervisor Orientation signatures
 - iv. Evaluations (mid-point and final, as applies)
 - v. Participant Timesheets
 - 1. Timesheets must be in pen and cannot include any whiteout or corrections that have not been initialed and dated; no timesheet should be signed early and participant must sign off on each day worked; no electronic signatures without prior approval from the Local Area
 - vi. Any Worksite Agreement and/or Work Plan Modifications
 - vii. All Activity Codes should be entered with correct dates and applicable information.
 - viii. Employer services have been recorded in NCWorks.
- c. Individual Training Accounts (ITAs)
- i. Completed Financial Award Analysis Form, if applicable, should be scanned into NCWorks with class schedule
 - ii. Redeemed ITA should be scanned into NCWorks
 - iii. Documentation from training provider to verify cost of tuition, books and fees
 - iv. All Activity Codes should be entered with correct dates and applicable information.
- d. Supportive Services
- i. Transportation assistance: Signed Attendance Travel Voucher and a printed MapQuest/Google map should be scanned into NCWorks to verify distance from residence to training facility (round trip); reimbursement

should not exceed \$0.34 per mile and \$102 per week. An updated school schedule and/or clinical schedule must be scanned into NCWorks to provide travel reimbursement.

- ii. Childcare: Payment will not exceed \$140 per week for 'one' child with an additional \$85 allowed for a second child. DSS waiting list verification must be scanned into NCWorks. A case note must be entered that the Career Advisor has verified he/she has seen the child(ren) birth certificates and has verified their ages, per Policy and scanned into NCWorks. Invoice payment should include an itemized invoice from the daycare provider with all required information from the local area Policy.
- iii. Other supportive services per policy for participants must be properly documented in NCWorks and follow applicable policies for procurement. A signed Purchase Authorization Form must be scanned into NCWorks (as applicable) along with the receipts and/or invoices submitted for payment.
- iv. All Activity Codes should be entered with correct dates and applicable information.

SPECIAL GRANTS:

All expenditures for special projects funded by WIOA will be reviewed using the same criteria as stated above.

In addition, for Finish Line Grants (FLG), the information below is also needed:

1. The initial case note must clearly document/state the individual's emergency including the "who, what, when, etc." of the emergency
2. FLG application must be signed and scanned into NCWorks
3. College checklist must be signed and scanned into NCWorks
4. Invoice requesting payment and all supporting documentation must be scanned into NCWorks
5. Participant should have FLG activity code and appropriately dated CSS activities for each expenditure

ADDITIONAL INFORMATION

Due with September, December, and March invoices

1. Tracking spreadsheet showing all expenditures, obligations, and payments made for Adult, Dislocated Worker, and/or Youth.
2. Proof of reconciliation of local expenditure tracking spreadsheets and WIOA service provider financials.
3. Activity reports for all staff permanently assigned to Rivers East

APPEAL AND RESOLUTION

If a WIOA Service Provider disagrees with a disallowed cost from the invoice review, the following process should be followed:

1. Within 30 days of the disallowed costs, notify the Workforce Development Director, in writing. The written request must include the reasons why it should be considered for reimbursement. *Any disallowed costs not appealed within 30 days will stand as disallowed.*
2. The Workforce Development Director will review NCWorks online as well as any supporting documentation and provide a determination to the WIOA Service Provider in writing, within 10 days.
3. If the WIOA Service Provider still disagrees with the determination of the Workforce Development Director, the Service Provider has 10 days to file an appeal with the Workforce Development Board's Administrative Entity, Mid-East Commission, via the Executive Director.
4. The Mid-East Executive Director along with the Mid-East Finance Director will make a final determination and provide the Service Provider a written determination within 10 days.
5. If the Service Provider disagrees with the final determination of the Mid-East Executive Director, the Service Provider can appeal to the Division of Workforce Solution Ombudsman.