

MEMO

TO: All Subcontractors

FROM: June O'Dell, President\COO

DATE: December 8, 2006

SUBJECT: Contract Progress Reports (revised)

Listed below are the new WIA and CAP fiscal requirements. If you have any questions please call me at 1-573-334-0990 ext, 254.

- 1) Subcontractors must put all clients in toolbox before any client-based payment, such as supportive service (travel, childcare, work clothes, etc.) tuition, work experience, and OJT, can be made.
- 2) Subcontractors must provide along with the contract progress report (CPR) and trial balance, a list of client names with social security numbers, check numbers, and journal vouchers equal to the amount of the client-based payment line items. This list will then be checked by the WIB staff; any client-based payment not listed in toolbox under WIA will not be reimbursed.

The WIB staff will then notify the subcontractor of the nonpayment by letter. **It is the sole responsibility of the subcontractor to input the client in toolbox and provide the WIB staff proof of entry.**

Proof of entry must consist of a toolbox printout in which the date of entry is within 60 days of the expenditure claim, and a copy of the back-up documentation. When the WIB staff receives this information payment will be added to the next CPR payment.

If the entry is made on or after 61 days of the expenditure claim it is then a disallowed cost and can not be reimbursed by the WIB.

- 3) Subcontractors must disclose by letter any client-based payments made to a family member of anyone in the agency, or any related agency.
- 4) The maximum amount of funding that can be used on WIA supportive service payments (childcare, travel, work clothes, etc.) is limited to **\$750.00** per year per person. The maximum amount of funding that can be used on CAP supportive service payments (WRE) is limited to **\$350.00** per year per person. This amount can be lower by the contracting agency, but can not exceed the above amounts. This does **not guarantee** any WIA client \$750.00 nor CAP client \$350.00, but is used to set a **maximum limit**.
- 5) The limit for a WIA participant in non-medical training is **\$5,000.00** per program year for **two years**. The limit for a WIA participant in medical related training is **\$7,500.00** per program year for **two years**. The above amounts are the maximums, **WIA participants are not automatically entitled** to the maximum, and the WIB encourages the use of Pell Grants, scholarships and other funding sources.
- 6) The limit for a CAP participant in non-medical training is **\$5,000.00** per program year for **12 months**. The limit for

a CAP participant in medical related training is **\$7,500.00** per program year for **12 months**. The above amounts are the maximums, **CAP participants are not automatically entitled** to the maximum, and the WIB encourages the use of Pell Grants, scholarships and other funding sources.

- 7) Before reimbursement can be made for tuition payments all subcontractors must provide the following: the client name, social security number, name of school, name of course, check number, and dollar amount. WIA/CAP tuition dollars can only be used for occupations that are in demand in the local area, or in another area to which a person is willing to relocate. A listing of demand occupations can be found at *www.job4you.org*, under the link *Southeast Missouri Employment Projections*. If there is a special case in which a client would like to attend training that is not listed on the demand list the case manager must e-mail the President\COO for prior approval. **Any course that is not in demand or have prior approval will be disallowed.** Also case managers are required to place a print-out of the DESE approved course in the participant file. Because this listing changes frequently, print-outs will confirm that the course was approved at the time of enrollment.
- 8) All subcontractors must submit to the WIB by the 8TH of each month, a monthly timesheet and rate of pay for any employee who works on the transportation program. **This information must be sent to the WIB before monthly CPR reimbursement can be made.**
- 9) All subcontractors will be monitored for client-based and operations cost during the year. This monitoring will consist of, but not limited to examinations of disbursements, insurance coverage, cost allocations and classifications, reconciliation of general ledger expenditures to Contract

Progress Reports (CPRs) submitted for reimbursement, and review of bank reconciliation's to the trial balance.

- 10) All subcontractors at the end of their fiscal year must provide the WIB with 2 copies of the audit, any management letter, and a copy of the signed data collection sheet. This information must be sent to the WIB within **seven months** after the subcontractors' fiscal year ends. Subcontractors are required to have their auditor **separately identify** any WIA funds, both revenue and expenses.
- 11) All subcontractors **must notify the President\COO** by e-mail before purchasing any equipment **over \$200.00**. The notification must contain; the necessity of the purchase, the price, two other bids or ads, and where the equipment will be located. After receiving this information the WIB President\COO will then approve or disapprove the purchase. All equipment purchased with WIB funds becomes the sole property of the WIB.
- 12) Any client expense such as housing, car repair and taxes must be approved by the **WIB President\COO** before payment can be made. Any payments made before approval is given will be disallowed.