



July 1, 2015

**EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2015-12**

**SUBJECT:** Monthly Financial Status Report Policy

**PURPOSE:** To rescind Issuance No. 2002-01 dated July 24, 2002, and to transmit the current Local Area Policy concerning submission of the Monthly Financial Status Report and Invoice.

**BACKGROUND:** This issuance provides WIOA Service Providers with the minimum standards and procedures for submitting the Monthly Financial Status Report and Invoice. The policy is designed to ensure that all programs operated within the Eastern Carolina Local Area meet the requirements of the Local Area fiscal controls and accounting procedures.

**ACTION:** WIOA Service Providers are required to adhere to the attached policy, procedures, and forms when requesting reimbursement for expenses incurred during the administration of the Workforce Innovation and Opportunity Act.

**EFFECTIVE DATE:** July 1, 2015

**EXPIRATION DATE:** Indefinite

**CONTACT:** Tammy Childers, Executive Director

**DISTRIBUTION:** WIOA Service Providers

A handwritten signature in black ink that reads "Tammy Childers".

---

Tammy Childers  
Executive Director

Attachments  
933/cont/tc/bab

**ECWDB's Reimbursement Policy for WIOA Funds to Service Providers**  
**Effective 7/1/15**

---

Request for Reimbursement of Funds

All requests for reimbursement of funds will be referred to as an INVOICE. Expenditures will be reported on a monthly basis using the ECWDB, Inc.'s Monthly Financial Status Report and Invoice form. No other form will be accepted. An Invoice, the supporting information forms, and the proper signatory are required when requesting reimbursement of funds.

Timeliness

Invoices must be submitted on a monthly basis to ECWDB and will cover financial activity for one full calendar month. The invoice is due by the **20<sup>th</sup> of the month** following the invoice period. Any invoice not submitted in a timely fashion may be processed at the end of the following month.

Reimbursement

All invoices submitted properly and timely will be reimbursed within 12 business days. All subtotals and totals are expected to tie back to the approved budget and previously submitted invoices. See "**Procedures for Submitting Monthly Invoice**" for further information. Invoices which cannot be processed because of excessive errors and omissions will be returned to the Contractor with a detailed report of the deficiencies. The Contractor has 10 days to properly resubmit the Invoice. Invoices requiring on-site visits for clarification will not be processed until clarification occurs.

Budget Revisions and Contract Amendments

A budget revision and/or Contract Amendment is required when:

- The scope of the program changes or contract amount changes
- Contractor is unable to fulfill requirements
- Category expenditures change

Budget revisions will be initiated by the Service Provider, as necessary; Contract Amendments will be initiated by the ECWDB when required.

Disallowed Costs

Any items on an invoice requiring further documentation or explanation, may or may not be reimbursed at that time. The WIOA Monitor will make that determination based on the WIOA regulations. If any disallowed costs were paid by ECWDB to a Service Provider, the funds will be withheld from the next invoice, or the Service Provider will reimburse ECWDB within 20 days. You will be notified in writing of any disallowed costs. Please call the ECWDB office if you have any questions on allowable and disallowable costs.

Insurance and Bond Certificates

Reimbursement will not occur without current and sufficient policies on file with ECWDB, Inc. Please submit all changes and updates to existing insurance policies and Bonds to ECWDB within 10 days. Listed below are insurance certificates that may be applicable:

Worker's Compensation Certificate  
Liability Insurance with ECWDB as Joint Loss Payee  
Public Honesty Bond

Accruals

An accrual occurs when a cost is incurred, but your agency has not paid for the product or service. Accruals are to be reported monthly in the accrual column on the invoice form, by line item #.

## Procedures for Submitting Monthly Invoice

### WIOA Monthly Financial Status Report and Invoice

- 1) All identifying information must be entered in the heading, i.e., Service Provider Name, Contract # and Ending Date for which the Invoice is being submitted.
- 2) Costs are assigned to a specific Line Item Description and # and, when totaled, will reflect the overall budget and expense amounts.
- 3) The "BUDGET" figures are taken from the approved budget for each cost category.
- 4) The "PRIOR YTD EXPENSE" column will reflect total expenditures reported through your last invoice.
- 5) The "CURRENT MONTH EXPENSES" column will reflect actual expenditures for each line item.
- 6) The "YTD EXPENSE" column will reflect the total of the PRIOR YTD EXPENSES and the CURRENT MONTH EXPENSES.
- 7) The "CURRENT MONTH ACCRUALS" column will record all current accrued line item expenses.
- 8) The "BUDGET BALANCE" column will reflect the difference between the BUDGET amounts and the YTD EXPENSES.
- 9) The invoice must be signed by the designated official per contract terms.
- 10) The invoice must include the following supporting documentation, in line item # order (i.e. all supporting documents for line item # 1080 would appear before those supporting the reported expenses for line item # 1090:
  - 1000 Supporting information for Personnel Form (other documentation not required) \*
  - 1010 Supporting information for Personnel Form (other documentation not required) \*
  - 1020 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)
  - 1030 Supporting information for Participants Form (need timesheets only)
  - 1040 Supporting information for Participants Form (other documentation not required) \*
  - 1050 Supporting information for Line Item # 1050 Form (other documentation not required) \*
  - 1060 Supporting information for Line Item # 1060 Form (other documentation not required) \*
  - 1070 Supporting information for Line Item # 1070 Form (other documentation not required) \*
  - 1080 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)
  - 1090 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)
  - 1100 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)
  - 1110 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)
  - 1120 Supporting information for Line Item 1120 Form (other documentation not required) \*
  - 1130 Supporting information for Line item 1020, 1080, 1090, 1100, 1110, and 1130 Form (with supporting documents)

\* Those documents used to provide the information needed to complete the Form will be sampled and reviewed at the time of the on-site monitoring visit, or such other time as needed.