

TANF Contracts

Quarterly Webinar

June 15, 2015



Department of Workforce Services

INVOICING DWS



FEDERAL FUNDS

- Federal Cost Principles - Requirements
 - Allowable
 - Reasonable
 - Allocable
 - Adequate Documentation



ADEQUATE DOCUMENTATION

- Date of Purchase
- Description of Product and/or Service
- Amount of Purchase
 - Sales Tax – NOT reimbursed for non-profits
- Do NOT send original receipts, invoices, etc.
- Copies MUST be legible.



DWS REQUIREMENTS

- See ATTACHMENT A, Department of Workforce Services, Grant Terms and Conditions
- Paragraph 27.c. Compensation for Personal Services – Additional Cost Principles.



Salaries and Benefits

- Time Cards
 - Document ALL hours
 - Clearly identify hours charged to DWS
 - Rate of pay for each individual
- Benefits
 - Separate line
 - Identify rates for each individual



Show Your Work



Show Your Work

- Include your spreadsheet (worksheet).
 - Label each component number on your spreadsheet.
- Include printouts/reports from your accounting software. General Ledger, Detail Transaction Report, etc.
- DWS will “Re-Perform” your work
 - Questions about your work = Delay in payment.

To Avoid Questions (delays)...

- Each invoice, receipt or piece of supporting documentation should include a notation stating the Category (I or II) and Line number (1, 2, 3, ...) where it shows up on DWS's invoice.
- For each Line item that is “Allocated,” describe the methodology of how you charged DWS for the program's portion of that expense. (i.e. salaries, benefits, rent, utilities, etc.)

To Avoid Questions...(continued)

- Invoices, quotes, and estimates are not evidence of payment unless they show details of payments made.
- Expenses must be incurred in the time period billed.
- Invoices must be submitted according to the schedule defined by the contract.

To Avoid Questions...(continued)

- Salaries and Benefits – Be specific about rates of pay and benefit rates for each employee. Identify total hours worked and hours charged to DWS on all timecards.
- Provide details for conferences attended. Provide an agenda.
- If a conference or other activity or purchase is pre-approved in your budget, so note on your documentation.

CONCLUSION

- This presentation is NOT a comprehensive list of Do's and Dont's.
- Remember that DWS will “Re-Perform” or reconstruct your Invoice with the documentation you provide.
- Be specific and detailed.
- You already do the work in order to prepare the invoice for DWS. Just let us in on the details.





- Thank You!

P.S.

- **JULY 15th**



Outcome Report



Outcomes

- Thank you!
- Outcomes Overview
- Next Report Due: August 28, 2015



Annual Report



Annual Report

- Template
- TANF Grant Report Due: November 27, 2015



The Not-So-Secret life of a PI

Website Update



TANF Contractor Website

- Dashboard:

<http://jobs.utah.gov/wi/statewide/communitygrants.html>

- Check program description and contact



Monitoring



Subcontractor Monitoring

- New monitoring tool for programs who subcontract



Questions

