

# Fresno County Workforce Investment Board

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Blake G. Konczal, Director

## OPERATIONAL DIRECTIVE

**FCWIB OD # 21-04**

**Date: August 20, 2004**

**To: All Fresno County Workforce Investment Board (FCWIB) Providers of Services**

**From: Blake G. Konczal, Director**

**Effective Date: August 20, 2004**

**Subject: Time Sheets**

**Applicable Program: All**

This Operational Directive is to communicate to all Providers of Services and Local Eligible Training Providers that time sheets in support of Individual Training Accounts (ITA), On-the-Job Training (OJT), Work Experience (WX) and Supportive Services activities must reflect only those hours that were actually worked or attended.

Time sheets ***must not*** be filled out, signed and dated prior to the completion of the hours for the specific time period stated on the time sheet. For example: If the time period is for June 7 (Monday) through June 11 (Friday), the time sheet must not be completed until after the hours for June 11 have been actually completed.

It is permissible for ETPs and worksite supervisors to fax a completed and signed timesheet to the Provider of Services in order to meet the due date for timely processing of checks. However, checks must not be distributed until the Provider of Services receives the original timesheet.

If the Provider of Services determines that time sheets are being signed and dated before the actual completion of the period, the Provider of Services must meet with the worksite supervisor or school to correct the problem and secure new signatures prior to payment.

If a program or fiscal monitoring visit identifies time sheets that were signed prior to the completion of the hours for the pay period, the costs associated with the hours after the signature date will be disallowed.

Providers of Services and Local Eligible Training Providers are to communicate this Operational Directive to all of their staff responsible for this activity.

Contact your Contract Administrator if there are any questions.