

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 26-07, Revision D

Date Released: September 13, 2017

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: September 13, 2017

Subject: Monthly Financial Invoices Submission Process

Applicable Program: All

Revision History: Initial Release – 10/07; Rev B – 8/18/15; Rev C – 6/30/17

This Revision D updates all Monthly Financial Report forms, combines In-School and Out of School Reporting, and adds a separate form to be used for Special Projects Grants.

The new forms include field by field instructions on the second tab.

All Service Providers are required to report Accruals, Program Income Earned and Program Income Expended on a monthly basis.

All Monthly Financial Invoices with signatures must be scanned to PDF format and emailed to spinvoice@workforce-connection.com no later than 5:00pm on the 5th business day following the month services were provided. Late invoices may not be reimbursed until the following month.

If there are no expenditures, providers of services must submit a zero dollar invoice.

If you have any questions, please contact the FRWDB Contracting Unit.

Forms: [FIS-003](#) – Adult Program Financial Status Report Form
[FIS-010](#) – Youth Program Financial Status Report Form
[FIS-011](#) – Special Projects Grants Financial Status Report Form