

Fresno Regional Workforce Development Board

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Information Bulletin

FRWDB IB # 02-18

Date Released: June 27, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 27, 2018

Subject: Fiscal Close Out – Program Year 2017-2018

Applicable Program: All

Revision History: Initial Release

This Information Bulletin (IB) supersedes IB 04-17, Fiscal Close Out – Program Year 2016-2017.

The purpose of this IB is to instruct Providers of Services' (POS) staff on the events and timelines associated with this program year fiscal closeout.

The closeout period begins on July 2, 2018, and ends August 3, 2018. During this period, POS staff will be processing paperwork for both Program Year (PY) 2017-2018 and PY 2018-2019. When the closeout period ends the Fresno Regional Workforce Development Board's (FRWDB) Fiscal Department will begin reconciliation.

Payment authorizations for fundable activities (ITA, OJT, WEX, SuS) that began prior to July 1st will continue to be performed on I-Train until the activity is completed. All fundable activities that begin on July 1 or after must be input into CalJOBS and will be processed from CalJOBS.

I-Train supportive services budgets will not be carried over and will cease to be used beginning July 1 regardless of the period it covers. All budgets are to be set "paid-to-date" when any authorizations that are in process are completed and if there are no pending payment authorizations.

PY 2017-2018 will not be rolled over and all encumbrances will be paid out of those pools until they are completed.

If a timesheet or employer invoice includes hours on or before June 30, 2018 (PY 2017-2018), and on or after July 1, 2018 (PY 2018-2019), the hours for each program year must be input into I-Train separately to ensure the time period on the payment authorization reflects the appropriate program year (either 2017-2018 or 2017-2018). For supportive services, there will be only PY 2017 – 2018 authorizations as all PY 2018-2019 payments are to be made in CalJOBS. The time period must reflect the appropriate program year in which the expense was incurred.

The following process is to be followed for all participant payments for PY 2017-2018 that were **not** processed by end-of-year closeout.

- 1) Submit a cover letter to your Contract Administrator explaining why the payments were not processed in the prior year. Include a description of the expenditure and grant code by customer.
- 2) Attach the payment documentation, as follows:
 - a. On-the-Job Training (OJT) – original invoice
 - b. Individual Training Account (ITA) – copy of invoice and time sheets
 - c. Supportive Services – copies of vendor receipts and/or timesheets, as appropriate for the expenditure

The Employment Readiness Specialists (ERS)/Academic and Career Advisor (ACA) are to maintain copies of what was sent to the FRWDB for later processing and retention in the client file.

- 3) The Contract Administrator will review the documentation for completeness/accuracy, and submit it to FRWDB management for approval.
- 4) If approved, FRWDB management will contact the Information Services' staff, which in turn will contact the ERS to process payment. It is extremely critical that the ERS/ACA process the payment at the time they are notified. FRWDB Fiscal Services will process payment per procedure.
- 5) If not approved, the request and documentation package will be returned to the POS with the reason for denial.

If you have any questions, please contact your Contract Administrator.