

# Fresno Regional Workforce Development Board

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2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

## Information Bulletin

FRWDB IB # 04-19 Revision B

Date Released: June 26, 2019

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 26, 2019

Subject: Fiscal Close Out – Program Year 2018-2019

Applicable Program: All

Revision History: Initial Release – 6/25/19

This Revision B adds the reference to OD 03-19, Closing Fundable Activities for PY 2018-2019 and simplifies the process for Prior Year Payment Requests.

This Information Bulletin (IB) supersedes IB 02-18, Fiscal Close Out – Program Year 2017-2018 and references OD 03-19, Closing Fundable Activities for PY 2018-2019.

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 1, 2019**, and ends **July 31, 2019**. During this period, POS staff will be processing paperwork for both Program Year (PY) 2018-2019 and PY 2019-2020. When the closeout period ends, the Fresno Regional Workforce Development Board's (FRWDB) Fiscal Department will begin reconciliation.

**All FINAL Invoices for PY 2018-2019 must be submitted to the FRWDB Fiscal Department via itainvoice, spinvoice, sus-docs, Trng-Docs and workshop-docs e-mails by Monday, August 5, 2019. FINAL Invoices submitted after this date will be at risk of non-reimbursement. FRWDB must be in compliance with the Fiscal Close Out - PY 2018-2019 with the State, in a timely manner.**

OD 03-19 provides direction on splitting carryover fundable activities between PY 2018-2019 and PY 2019-2020. If a timesheet or employer invoice includes hours on or before June 30, 2019 (PY 2018-2019), and on or after July 1, 2019 (PY 2019-2020), the hours for each program year must be input into CalJOBS separately to ensure the time period on the payment authorization reflects the appropriate program year (either 2018-2019 or 2019-2020). 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 2018-2019 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.

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 participant file.

- 3) The Contract Administrator will review the documentation for completeness/accuracy, and submit it to FRWDB Fiscal management for approval.
- 4) If approved, 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.