

# Fresno Regional Workforce Development Board

A proud member of America's Job Center of California<sup>SM</sup> Network

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

Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

FRWDB OD # 05-20

Date Released: April 7, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: April 7, 2020

Subject: Fiscal Close Out – Program Year 2019-2020

Applicable Program: All

Revision History: Initial Release

This Operational Directive (OD) obsoletes and replaces Information Bulletin 04-19, PY 2018-2019 Fiscal Closeout.

The purpose of this OD 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, 2020**, and ends **July 31, 2020**. During this period, POS staff will be processing paperwork for Program Year (PY) 2019-2020. **The CalJOBS budgets will remain open during this period and close on August 1, 2020 at which time they will become inaccessible.** When the closeout period ends, the Fresno Regional Workforce Development Board's (FRWDB) Fiscal Department will begin reconciliation.

**All FINAL Invoices for PY 2019-2020 must be submitted via spinvoice, sus-docs, trng-docs, and wex-docs e-mail accounts, as appropriate, by Monday, August 10, 2020. FINAL Invoices submitted after this date will be at risk of non-reimbursement. FRWDB must be in compliance with the Fiscal Close Out - PY 2019-2020 with the State, in a timely manner.**

If a timesheet or employer invoice includes hours on or before June 30, 2020 (PY 2019-2020), and on or after July 1, 2020 (PY 2020-2021), 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 2019-2020 or 2020-2021). The time period must reflect the appropriate program year in which the expense was incurred.

### Prior Year Payments

The following process is to be followed for all participant payments for PY 2019-2020 that were **not** processed by end-of-year closeout.

- 1) POS Program Manager must submit a cover letter to [prioryearpmt@wfc.co](mailto:prioryearpmt@wfc.co) explaining why the payments were not processed in the prior year. Include a description of the expenditure and grant code by participant.
- 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
  - d. POS reimbursements – Proof of payment is required (i.e. copy of check, payroll reports, credit card receipt)

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) 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.
- 4) If not approved, the request and documentation package will be returned to the POS with the reason for denial.

Submit questions to [prioryearpmt@wfc.co](mailto:prioryearpmt@wfc.co). Questions may only be submitted by POS management. Do not contact FRWDB staff or management directly.