

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 03-24

Date Released: July 3, 2024

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 1, 2024

Subject: Fiscal Close Out – Program Year 2023-2024

Applicable Program: All

Revision History: Initial Release

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.

This Operational Directive (OD) supersedes OD 04-23, Fiscal Close Out – Program 2022-2023.

The closeout period begins on **July 1, 2024**, and ends **July 31, 2024**. During this period, POS staff will be processing paperwork for Program Year (PY) 2023-2024. **The CalJOBSSM budgets will remain open during this period and close on August 1, 2024 at which time they will become inaccessible.** When the closeout period ends, the Fresno Regional Workforce Development Board's (FRWDB) Fiscal Division will begin reconciliation.

All FINAL Invoices for PY 2023-2024 must be submitted via spinvoice, sus-docs, trng-docs, and wex-docs e-mail accounts, as appropriate, by Friday, August 2, 2024. FINAL Invoices submitted after this date will be at risk of non-reimbursement. FRWDB must be in compliance with the Fiscal Close Out - PY 2023-2024 with the State, in a timely manner.

If a timesheet or employer invoice includes hours on or before June 30, 2024 (PY 2023-2024), and on or after July 1, 2024 (PY 2024-2025), the hours for each program year must be input into CalJOBSSM separately to ensure the time period on the payment authorization reflects the appropriate program year (either 2023-2024 or 2024-2025). The time period must reflect the appropriate program year in which the expense was incurred.

For ITA pay points that span program years, i.e. period starts in PY 23-24 and ends in PY 24-25, you will pay the pay point out of PY 23-24 funding. This only applies if the pay point is due to be paid in July and the pay point beginning date was prior to July 1st. The invoice must be submitted by the deadline of August 2nd.

For pay points that carryover to the new program year and are due to be paid in August, you will pay the pay point out of PY 24-25 funding.

Prior Year Payments

The following process is to be followed for all participant payments for PY 2023-2024 that were not processed by end-of-year closeout.

- 1) POS Program Manager must submit a cover letter to 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 and timesheets
 - 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.

- 3) If approved, FRWDB management will contact the Information Services & General Services Division's Deputy Director, who 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 staff 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.

Fundable Activities

All vouchers must be paid in full by the fiscal closeout date of July 31, 2024 to reflect expenditures for PY 2023-2024. Providers must indicate in the payment voucher comment box specifying the following, "PY 2023-2024 Fiscal Closeout; staff will open a new voucher to reflect the remaining costs that will occur in the next program year."

Expenditures for any fundable activities that are due to occur after June 30th, 2024 must have a new voucher created in CalJOBSsm after July 1, 2024. This new voucher will reflect the remaining costs that will occur in the next program year.

Submit questions to prioryearpmt@wfc.co. Questions may only be submitted by POS management. Do not contact FRWDB staff or management directly.