Intensive Training Policy 19 - Procedure for Processing Bills

1. The Supervisor will scan Funding Authorization (FAV) to Administrative Assistant, and the Provider. Administrative Assistant will create participant file. Supervisors the Subject Line should include the Funding Source followed by the participant name.
2. The Provider will mail the invoice to Administrative Assistant’s attention.

(In situations where the original invoice, contrary to policy, is sent to the office, the training unit supervisor will immediately mail the original bill to Administrative Assistant. The Administrative Assistant will log the bill in when he/she receives it from the supervisor and start the process.)

1. The Administrative Assistant will log the invoice received date on the Excel spreadsheet with other pertinent information.
2. The Administrative Assistant will scan the invoice (and other supporting documentation received with the invoice - the one exception being the FAV if included) to the appropriate Supervisor and mark the log accordingly. This is to be completed within 5 work days of receipt.
3. Supervisor will determine if the invoice should be paid or not.
* If it is determined that the bill will not be paid, the supervisor will e-mail the Administrative Assistant notifying him/her and provide him/her with a detailed explanation as to the reason for the non-payment within five work days. The Administrative Assistant will attach the explanation to the original invoice and forward to Fiscal.
* If it is determined that the bill will be paid, the supervisor will scan the invoice and the payment voucher to the Administrative Assistant within five work days. Both the invoice and the payment voucher must be signed and dated by the supervisor/lead. Administrative Assistant will mark the log of receipt accordingly. Please Note: When sending the invoice and payment voucher you must identify the Funding Source and that it’s a payment in the Subject Line.
1. Every day the Administrative Assistant will print out the received Invoices and Payment Vouchers and hand deliver them to the Fiscal Administrator.
2. A copy of the scanned invoices/payment vouchers will be maintained in Fiscal files.
3. Fiscal staff will pay (Fiscal staff has up to 14 work days to finalize payment from the date that the invoice is received by the Fiscal Administrator).
4. Assigned Accounting Specialist will verify check has been cut in First State Financial, and the reconciliation process has been completed in Fiscal Link. Once the Fiscal Link verification/reconciliation has been confirmed, the Accounting Specialist will be responsible for accessing the Centralized Billing Log found on the WIA Drive and entering the reference/check number, date paid in FSF, date the reconciliation was completed in Fiscal Link, and the date of data entry on the log.

General Rules:

1. ‘Issues Identified by Fiscal Staff with Funding Authorization, and Payment Vouchers, etc, will be brought to the Supervisor’s attention via e-mail with a cc to Fiscal Administrator and E&T Administrator within (5) working days of occurrence. Fiscal will keep notes on progress.
2. Funding Authorizations will not be modified.
3. Any time the bill does not match the Funding Authorization the supervisor will need to contact the provider. One of the following will be accomplished:
* If the amount on the invoice is lower than the FAV amount and it is confirmed that the amount is correct and it’s a Final payment the supervisor will pay the bill and the supervisor will de-obligate the remaining funds. De-obligations are completed by accessing the Budget Contract Spreadsheet under the FAV.
* If the amount on the invoice is higher than the amount on the FAVand it is determined to be correct then the supervisor needs to create another Funding Authorization for the balance and scan it to Fiscal’s attention only (you do not include the provider or Administrative Assistant).
* If a supervisor contacts a vendor to inquiry about a bill and is told that the bill has been sent, the supervisor should confirm with the vendor that they have the correct address. Supervisor should then look on the WIA Drive – file name: CentralizedBilling06232011. If the log reflects the bill has not been received, and it is determined that ample time has passed, the supervisor will instruct the vendor to e-mail the bill to Administrative Assistant with a cc to Supervisor.
1. If for any reason a participant does not start the training, the funds must be de-obligated from the FAV, then go into the existing OST and change the status to “Failed to Report”. In addition to de-obligating the funds, an e-mail must be sent to Fiscal and the Provider with a cc to the Administrative Assistant notifying them of the situation. Under no circumstances should an OST be deleted.
2. Note: In accordance with Policy 15 – Requirements for Entering an OST in DJL, case managers are responsible for sending their supervisor an e-mail confirming the individual did start training (two full weeks after the start date of the training).When the supervisor receives the e-mail, the supervisor must determine if a bill has/has not been received. In order to determine if the bill has been received, supervisor will look on the WIA Drive – file name: CentralizedBilling06232011. If the log reflects the bill has not been received, the supervisor must send an e-mail to the provider notifying them that DOL has yet to receive the bill.

At the next 15 day interval, the supervisor must once again determine whether or not the bill has been received. At this point, if the bill has still not been received, the supervisor will forward the original e-mail sent to the provider notifying them of the unsent invoice to the E&T Administrator’s attention.

1. De-obligations for clients who exited in the prior year will require two steps. First, supervisor will e-mail Barry Butler with a cc to Diane Brooks, notifying them of the need for the de-obligation. The e-mail will include the client’s name, PID and the amount to de-obligate. Barry will take necessary steps in Fiscal Link to set up the de-obligation. Second, Barry will notify supervisor that they can move forward with the steps to finalize the de-obligation of the funds.
2. Each re-occurring supportive service requires a separate payment voucher. When the supervisor receives documentation to support the additional expenditure, the supervisor will forward the documentation to Administrative Assistant’s attention (with the clients identifying information on the documentation). The Administrative Assistant will then start the process at Step 3.
3. If unable to a make payment for any reason send an e-mail to Fiscal Administrator, E&T Administrator, and the contract manager. Supervisor will contact the vendor and make them aware of the issue that is holding up the payment.

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