

Adult DET Contract Policy 8-Procedure for Processing Payments

- Monthly Financial Reports are necessary for the disbursements of Cost Reimbursement funds. Monthly financial reports are not necessary for Performance Payments. Cost Reimbursement funds and Performance Payments will be processed at the same time by DOL Fiscal.
- By the 12th of every month, Contractors will submit a monthly financial report for any cost reimbursement expenditures. Monthly financial reports should be scanned to the following email address to DOL_DET_FISCAL_HELP@state.de.us with a cc to the assigned Contract Specialist.
- Approximately on the 21st of every month, the Contract Specialist forward a Validation Letter to contractors. The letter includes at a minimum the performance payment points defined within the Contract. It also includes the date the data was extracted from DJL, and conclude with a reconciliation phone call request.
- Approximately on the 21st of every month the Contract Specialist will forward Earning Calculation sheets for to the designated Fiscal staff via e-mail with a cc to the designated contract unit staff. Contract Specialists will also save the Earning Calculation sheets to the WIA drive in the designated folder. In the event Fiscal does not receive the Earning Calculation sheets on the 21st, Fiscal will send an e-mail to DOL_DET_CONTRACTOR_HELP@state.de.us notifying Administration what Earning Calculation sheet(s) were not received.
- Fiscal processes payments by the 10th of every month of receipt of the Earning Calculations, and the most recent signed Contract Modifications (if applicable).*
- Fiscal will return the completed Earning Calculation sheets to the appropriate Contract Specialist and the Contract Specialist will save the document on the WIA drive indicating it's from fiscal. In the event the Contract Specialist does not receive the completed Earning Calculation sheet(s) from Fiscal on the 15th of every month, the Contract Specialist will send an e-mail to DOL_DET_FISCAL_HELP@state.de.us notifying Fiscal Administrator what Earning Calculation sheet(s) were not returned.
- Contract Specialist will forward a completed Earning Calculation sheet to the contractor.
- Once the payments are processed, it can take an additional 7-10 days for the funds to be disbursed.

***FOR STATE AGENCIES ONLY**

All funds are disbursed on an Intergovernmental Voucher (IV). DET Fiscal staff will contact the designated Contractor staff to request that the Contractor initiate the IV for the authorized amount.