

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD
General Policy and Procedures**

ADULT, DISLOCATED WORKER, AND YOUTH SERVICES INVOICING

EFFECTIVE DATE: September 13, 2006

NUMBER: 2.7

**SUPERSEDES: SNWIB General Policies and
Procedures No. 2.7 dated July 11, 2003**

AUTHORIZATION: SNWIB

BACKGROUND:

The Southern Nevada Workforce Investment Board's (SNWIB) fiscal administration of WIA Title I funds requires that procedures be established through which WIA Title I subrecipients process their requests for reimbursement.

All expenditures of WIA Title I funds must be documented as necessary, reasonable and allowable and in compliance with appropriate state and federal fiscal regulations [20 CFR 652; 20 CFR 645; OMB Circulars A-87, A-122, A-21; USDOL TAG; SNWIB Policy 2.10]

I. GENERAL PROCEDURES FOR SUBMITTING ADULT & DISLOCATED WORKER SERVICES INVOICES

- A. Completed invoices shall be submitted to the SNWIB staff at least monthly for reimbursement payments. Service providers shall be notified in writing of invoices or portions thereof not approved for payment.
- B. When submitting invoices, the subrecipient shall use the SNWIB prescribed format for WIA adult and dislocated worker service invoices.
- C. When submitting invoices, the subrecipient shall include copies of ALL documentation supporting the expenditures for which the subrecipient is seeking reimbursement. No expenditure shall be reimbursed without proper supporting documentation.
- D. Subrecipients are required to track and record accrued (obligated) expenditures based on adult and dislocated worker categories. "Accrued expenditures" have been defined as [29CFR 97.3]:
 - 1. Goods and other tangible property received;
 - 2. Services performed by employees, contractors, subgrantees, subcontractors, and other payees;
 - 3. Other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.

- E. All invoices received will be reviewed for program accuracy and completeness, to include corresponding data integrity of client services reported to the SNWIB database. Only client services that have a corresponding entry in the SNWIB database will be reimbursed. If the activity/service has not been reported to the SNWIB database, then the subrecipient will be advised in writing detailing the corrective actions/entries that are required.
1. The provider will be given the option to take immediate corrective action or resubmit a revised invoice with the items in questions being deducted from the invoice. Should the subrecipient choose to resubmit the invoice, any items not reimbursed due to lack of reporting to the SNWIB database may be submitted for reimbursement at a later date, once the corrections to the database have been made.

II. GENERAL PROCEDURES FOR COMPLETION OF INVOICE FORMS

A completed request for reimbursement of funds must be submitted on the appropriate SNWIB forms (see Attachments). Please note: It is important that all fields are accurately completed, i.e., filled-in. Make sure that all columns on the SNWIB invoice form are totaled where required.

The following supporting documents must be attached to the SNWIB invoice form:

- A. List direct client services and enter expenditures associated with these services.
- B. List operational expense categories and enter expenditures associated with these services.
- C. List names and titles of personnel and enter expenditures associated with these individuals; i.e., adult, dislocated worker and youth clients over the course of the program. Costs must be allocated in the following manner:

All invoices must be signed by the proper authority (the person authorized to enter into contracts and agreements with the SNWIB). Sign and date the invoice in the space provided at the bottom of the invoice form. Be sure to designate the job title of the signatory authority.