



INVOICING WIA GRANT EXPENDITURES

Department: Office of Economic & Workforce
Development

Effective Date: July 1, 2008

Policy/Procedure #: WIA113-A

Supersedes: N/A

Overview

The timely processing of invoicing and paying of expenditures is key to the successful operation of both OEWD and our Provider providers. The following procedure provides guidance around required steps and practices to ensure accuracy, timeliness and compliance.

Means of Submitting Invoices

Invoices must be submitted to OEWD by mail or may be hand delivered as an original signature is required on each request for payment. Providers should be mindful of the number of days it will take for OEWD to receive delivery when submitting by mail to ensure the time does not exceed the allowable timeframe for submitting invoices.

Providers are reminded to keep copies of all invoices and receipts submitted to OEWD for payment for their own records.

Processing

Provider's will complete OEWD's **Invoice/Payment Request** form and attach all required/related receipts. Once an invoice and the relevant receipts have been received at OEWD, they will be date stamped and initialed by the receiver at OWED and the WIA Program Manager will cross reference all documents submitted with one or more of the following as appropriate:

- OEWD's Cost Report Log
- The JTA Participant Roster
- OEWD's Individual Training Account Log
- OEWD's On The Job Training Account Log
- The City's internal FAMIS accounting database
- OEWD's Support Services Log

The WIA Program Manager will check all calculations for accuracy. If an invoice is **approved**, a **Cost Report Cover Sheet** will be completed. Expenses will be coded and the

WIA Program Manager will submit all documents to the Workforce Director of Operations for review. Once reviewed/approved/signed by the Director, all original documents will be forwarded to the City of San Francisco's Controller for payment. OEWD must submit the invoice to the Controller no more than three (3) business days from the date it was received at our office.

In the event that an invoice is **questionable** (lack of receipts, illegible documentation, etc.) the WIA Program Manager will contact the Provider directly in an attempt to rectify the concern.

In the event that an invoice is **denied** (expense not allowable under a WIA grant, invoice exceeds grant amount, etc.) the WIA Manager will contact the Provider directly to inform them of the reason and will follow up by sending provider correspondence confirming the invoice was denied and the reasoning behind the decision. A copy of the correspondence will be maintained in the Provider's grant file. Providers wishing to contest denied invoices may contact the Director of Workforce Operations.

Timelines

Invoices are due to the WIA Program Manager no later than ten (10) calendar days into each new month for any expenditure made in the previous month. Invoicing in accordance with the prescribed deadline is a compliance and a performance expectation. Failure to submit invoices by the 10th of each month will result in penalties up to and including non-payment of the expenditure(s).

Payment of Invoices

The City of San Francisco adheres to a policy of net thirty (30) days for payment of invoices. The thirty day period begins from the time the invoice is date stamped at OEWD.