

AUGUST 31, 2019



WORKFORCE DEVELOPMENT DEPARTMENT
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YOUTH PROVIDER Q & A (FY 2019-2020) NEW

Q1) How long is the invoice processing period? From claim received by WDD to payment received by provider.

Answer: If all required supporting documents are attached with monthly invoice, providers will receive reimbursements within 60 days per contract term.

Q2) What is indirect cost rate and how to determine?

Answer: The key to determine indirect cost is that costs are not directly accountable to a cost object such as a particular project, function or grant. Indirect cost can be program or administration, personnel, security and some overhead costs. Indirect cost rate is a tool for determining the proportion of indirect costs each program should bear. It is the ratio (expressed as a percentage) of the indirect costs to a direct cost base.

Q3) What is the required documentation for gift card reimbursement under supportive services?

Answer: WDD requires an itemized receipt of supportive service items purchased by a gift card, copy of the gift card, and an approved supportive services form. The reimbursable amount is based on program eligibility, itemized receipts and approved amount on the supportive service form. For instance, \$50 approved supportive service was issued by a youth provider. A participant was given a \$50 Visa card to purchase a set of interview clothes. The participant spent \$45 and an itemized receipt showed the same amount. WDD will reimburse provider up to \$45 according to the receipt. If the participant spent more than \$50, WDD would reimburse \$50 only because the provider approved amount was \$50.

Note: Please refer to Workforce Development Claim Guide for additional supporting documentation requirements



Q4) Does youth provider need to submit itemized receipt for the reimbursement of a gift card issued as an incentive?

Answer: Unlike supportive services, itemized receipt of goods purchased through a gift card is not required for reimbursement if the card is given as incentive. However, a receipt/invoice of purchasing the gift card is required for WDD reimbursement.

Q6) What are the requirements for record retention?

Answer: Financial and program records needs to be retained for seven years after the end of contract period. If there were unresolved audit findings or litigations, the period of record retention might be longer than seven years.

Q7) What is the minimum value for inventories that required to report?

Answer: There is no minimum value requirement. However, WDD requires youth provider to track inventory for the following categories if paid by WIOA program:

- 1) Electronics such as phone, IPAD, computer, computer accessories, TV and so on.
- 2) Software
- 3) Furniture/equipment such as desk, chair, workstation and etc.
- 4) Other tangible items

Q8) What are the procedures for Emergency Procurement.

Answer: Emergency purchase over \$500 may not need three price quotes prior to purchase. However, provider needs to inform WDD Analyst as soon as possible with written justifications for the purchase. WDD Analyst will send the approval or reject email to provider and the provider needs attach the approval with monthly expenditure claim.