

## **Policy and Procedure: Invoicing and Reimbursement**

### **Policy:**

In accordance with practices and policy of Saint Louis County to ensure that the financial component of the OJT Program is managed in accordance with WIOA program guidelines and Federal Regulations.

### **Procedure:**

#### **Invoicing System**

Once the employer establishes the required record keeping and record retention system it is the responsibility of the OJT representative to review said systems and sign-off on them.

The OJT representative is required to document the establishment/review/approval of said systems in the employer's file when conducting monthly monitoring visits.

The OJT representative documents monthly monitoring visits in Mojobs.com.

It is the responsibility of the OJT representative to secure the completed Monthly Progress Report/Invoice from the employer on a monthly basis.

The Monthly Progress Report/Invoice must be signed by both the Program participant and the employer.

The OJT representative is required to witness the signing of both the Program participant's and employer's copies.

The Monthly Progress Report/Invoice must be submitted for each and every participant. Supporting payroll documentation for the total hours worked by the employee/participant and the hourly pay rate paid to the employee/participant. Participant must be verified. This supporting payroll documentation should include signed time sheets or time card copies to verify hours worked, and payroll registers, payroll earnings statements or employee payroll ledgers to verify the employee/participant's earnings. Questions about the supporting payroll documentation should be directed to the OJT representative who

will submit them to the Department of Human Services – Fiscal Services staff person designee.

Employers will not be reimbursed for holiday pay or for less than full time earnings. The employee/participant must average at least 32 hours or more per week to be considered full time employees.

Once the OJT representative secures the Monthly Progress Report/Invoice and supporting payroll documentation from the employer he/she submits the document to the Program Manager or designee for delivery to the appropriate Department of Human Services – Fiscal Services staff person.

OJT reimbursements are dispersed to employers 30 to 45 days after the submission of all supporting payroll required for processing the first invoice. Thereafter all reimbursement should be no later than 30 days for remaining funds owed to employer.

Files will be maintained for each individual employer and a copy of each Monthly Progress Report/Invoice and supporting payroll documentation submitted and reimbursed for each employee participant will be maintained in the employer's file.

In an effort to ensure additional fiscal oversight the OJT Program will conduct regular meetings with the Fiscal Management staff from the Department of Human Services.

**The goals of the meetings are as follows:**

- Collect time sheets and payroll registers
- Review projected payrolls/dates
- Review OJT contracts
- Submit forms (i.e. W-9 form)
- Review general entries and account funding

The OJT representative documents the submission of the Monthly Progress Report/Invoice in Mojobs.com