

**New River/Mount Rogers
Workforce Development Area**

POLICY

TITLE:	Revenue and Receipt Policy	PROGRAM:	WIOA/Pathways
EFFECTIVE DATE:	06/30/2017	REVISIONS:	

Purpose

The purpose of this policy is to provide guidance for dispersing federal funds for sub-grantees and contractors of the Workforce Innovation and Opportunity Act (WIOA) and Pathways to the American Dream project awarded to the New River/Mount Rogers Workforce Development Area Consortium Board in adherence with Uniform Guidance.

Policy

The Fiscal Agent for the New River/Mount Rogers Workforce Development Area Consortium Board will disburse funds to subgrantees and contractors on a cost reimbursement basis. Billings should be received by the 5th of each month for the preceding month to minimize the time between use of the funds by the subgrantee and contractors for program needs and the receipt of the funds by the subgrantee and contractors.

WIOA contractors will mail in their invoice packets with appropriate/required documentation. The Workforce Operations Coordinator will review the invoice for allowability and contact the contractor or vendor if issues are present. All expenditures that will be paid with WIOA funds must be within the contractors budget, current contract, allowable, and must meet any applicable cost restrictions.

Subgrantees and contractors of the Pathways Project will upload their monthly billing to the project's Online Project Management Tool, ProjectHub, in the folder designated for the specific partner and month. The project manager will review the invoice for allowability and contact the subgrantee or vendor if issues are present in the billing. All expenditures that will be paid with grant funds must be within the subgrantees' and contractors' budgeted total grant award (as noted in the annual MOU), allowable, and must meet any applicable cost restrictions.

Grant fund receipts will be coded to the correct line item promptly by the project manager and will be reported accurately to the US DOL by the Fiscal Agent. All documentation of cash receipts will be maintained.

The project manager is responsible for proper budgetary documentation supporting the Fiscal Agent's procedures and services to ensure compliance with grant fund receipt requirements.

Date: June 1, 2017