



# PROCEDURES

**PROCEDURES  
NUMBER #02  
PY2022-23**

<b>Title:</b>	<b>WIOA Title I Youth Incentive Payments</b>		
<b>Effective:</b>	September 27, 2022	<b>Revised:</b>	N/A
<b>Supersedes:</b>	N/A	<b>Version:</b>	001

## I. PURPOSE

The purpose of this procedure is to communicate local policy regarding the WIOA Title I Youth Program Incentive Payments and how to record them in WFMS.

## II. BACKGROUND

An incentive is a payment given to an enrolled WIOA Title I youth participant for successful participation and achievement of expected outcomes as identified in the participant's Individual Service Strategy (ISS). Incentive payments must be linked to achievement and must be related to a training and/or educational activity. Service providers must ensure that the incentive payments are properly documented in their cases notes, and in the youth's ISS as the basis for an incentive payment and recorded in a timely manner in WFMS.

## III. PROCEDURE

### A. Support Services Unit Process and Procedure for Invoicing Incentive Services

1. All packages are process but not released for payment until a contract/agreement is executed or communicated by the Assistant Director.

#### Required Documentation

- a. Vendor Invoice Service Details
- b. Vouchers
- c. Canceled check issued to participant by service provider.

### B. Support Services Unit Invoicing Process

1. SSU receives date stamped invoice package from Training Vendor.
2. SSU reviews documentation for accuracy:
  - a. Verify that the authorized staff designated in the Training Vendor agreement has signed the system-generated invoice.

- b. Verify that the voucher numbers are consistent with the program year that is being reimburse.
  - c. Verify that the total amount on the system generated invoice matches the vouchers attached.
  - d. Verify that the original signatures of the Career Advisor, Supervisor and Participant are on each voucher (blue ink only).
  - e. Verify all receipts (proof of service or purchase) for individual vouchers are attached.
  - f. Verify the receipts value match with the requested voucher value and system generated Invoice value for individual reimbursement.
  - g. If an "Outside Vendor" is seeking reimbursement, a receipt/proof of payment would be required and verifiable to the voucher value attached.
  - h. If an "Outside Vendor" documentation is accurate, the SSU will generate the WFMS invoice for reimbursement.
  - i. If the Service Provider is seeking reimbursement, then a canceled check should be included with the WFMS invoice.
  - j. Support Service can adjust and omit vouchers that are not in compliance with the approved procedures or does not have the proper documentation. This allows the SSU to continue processing the remainder of the package.
  - k. If there is a discrepancy with any of the Invoice Package documentation that the Support Service Unit can't correct internally the entire package will be returned to the Training Vendor.
3. Generate MIP check request from WFMS that list all vouchers to be paid. The SSU Processor signs off on the MIP check request and forwards it to the SSU Fiscal Processor.
  4. The Fiscal Processor reviews the MIP check request for accuracy and documentation.
    - a. Verify the payment service line that are hard coded in WFMS is correct.
    - b. Assure that the grant code is active with the current year funds.
    - c. Make sure that the required documentation is in compliance.
  5. The Fiscal processor opens a session in MIP to begin the payable process.
  6. The Fiscal Processor individually selects the vouchers listed on the MIP Check Request to liquidate the encumbered vouchers, which generate an "Individual and Summary Unposted General Ledger Transaction Reports".
  7. The Individual report is attached to each MIP check request.
  8. The Summary report is attached to the entire package.
  9. The Fiscal Processor will initiate payment by signing the bottom left hand corner of each report with their initials.

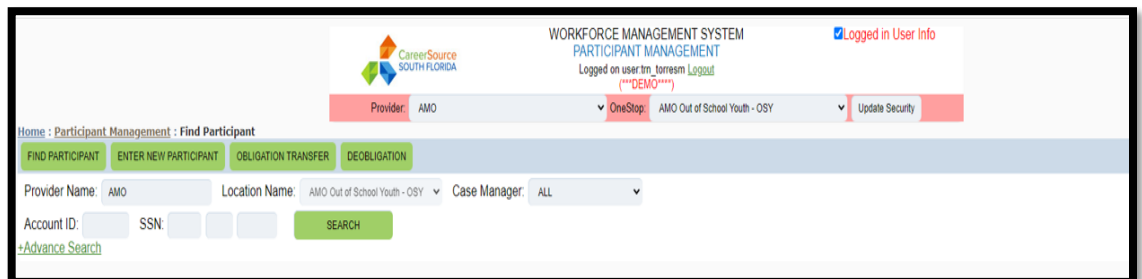
10. The Supervisor verifies the package:
  - a. Verify that the correct voucher is paid according to the report and the actual voucher.
  - b. Verify that the MCR and invoice number are correct according to reports.
11. If correct, the Supervisor initials the bottom right hand corner of the report and post the package in the MIP system as Account Payable expenditure to initiate payment.
12. The documentation is then transferred to the Accountant/Clerk and the distribution log is sign off on. A check is issued on the assign check cutting days.
13. The checks go through the regular check review process and are signed at the Central Miami Dade County offices.
14. The Accountant/Account clerk provides the Support Service Unit with a Check Register Report, which entails the check numbers; the amounts and the date paid which is manually updated in the WFMS detailing each check and payment information.
15. Payments are issued in the form of an ACH payment or the mailing of a physical check.
16. Checks that are mailed will include a detailed report (breakdown of payment information) from WFMS generated by the SSU staff and giving to the Accountant/Account Clerk to be mailed out.

C. Distribution Instructions:

All Invoice Packages require an Internal Distribution Form that is signed off on to ensure each package is delivered to Finance and assigned a check number. Distribution forms are filed accordingly. Service Provider: Create and Issues the voucher.

1. Issuing a Voucher for Incentive Service

On the participant service module, select Find participant and search for participant using WFMS Account ID.



2. Select the Vouchers tab and then select Add Support Service;

The screenshot shows the 'Participant Training Enrollment Vouchers' section. At the top, there are buttons for 'ADD TRAINING', 'ADD TRANSPORTATION', and 'ADD SUPPORT SERVICE'. Below these is a table titled 'Vouchers History' with the following data:

Date Requested	Service	Tracking No.	Funding	Vendor Name	Voucher Number	Amt Requested	Amt Paid	Date Paid	Invoice No.	Check No.
05/02/2022	Incentive Bonus WIA - Youth Goals Obtained		4	AMO	VG006-21-00484	\$ 50.00	\$ 50.00	05/26/2022	57494	V83956
04/07/2022	(Non-ITA) (Test) ABE/ESOL/GED		4	AMO	VG006-21-00408	\$ 32.00	\$ 32.00	05/26/2022	57512	V83959
03/23/2022	Paid Work Experience (PWE)		4	AMO	VG006-21-00373	\$ 530.43	\$ 530.43	04/14/2022	57403	V83599
03/09/2022	Paid Work Experience (PWE)		4	AMO	VG006-21-00349	\$ 575.26	\$ 575.26	04/14/2022	57392	V83596
02/23/2022	Paid Work Experience (PWE)		4	AMO	VG006-21-00326	\$ 657.44	\$ 657.44	03/24/2022	57353	V83491
02/09/2022	Paid Work Experience (PWE)		4	AMO	VG006-21-00315	\$ 328.72	\$ 328.72	03/17/2022	57329	V83456
01/25/2022	Paid Work Experience (PWE)		4	AMO	VG006-21-00303	\$ 298.84	\$ 298.84	03/04/2022	57313	V83375
01/19/2022	(Non-ITA) (Test) ABE/ESOL/GED		4	AMO	VG006-21-00284	\$ 31.50	\$ 31.50	03/04/2022	57307	V83371

3. Select the WIOA Youth Formula (WIOA 4), select the index code for the service provider, select the service code (490-Y for Incentive), select the vendor, add requested amount, add comments, and submit. The voucher needs to be signed by the participant, career advisor, and supervisor using BLUE ink.

The screenshot shows the 'Support Services Details' form. The form fields are as follows:

- Funding Stream: 4 - WIA Youth Formula
- Index Code: 62208-065
- Service Type: 490-Y - Incentive Bonus WIA - Youth G
- Service Notes: Youth Obtained Goals
- Vendor Name: AMO
- Requested Amount: 200.00
- Comments: Youth Obtained Goals on 8/19/2022.

On the right side, there is an 'Available to Spend' table:

Funding	Available
4 - WIA Youth Formula	\$ 57,529.00
PWE_4 - Paid Work Experience - Youth	\$ 0.00

At the bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

**SUPPORT SERVICES GENERAL VOUCHER** VG006-21-00484  
Print Date : 8/19/2022

This voucher is valid for 30 days from date of issue

**PARTICIPANT INFORMATION:**

PARTICIPANT NAME : \_\_\_\_\_ SSN: \_\_\_\_\_ ACCOUNT ID: \_\_\_\_\_  
 PARTICIPANT ADDRESS : \_\_\_\_\_  
 PROGRAM : 4 INDEX CODE : 02108-065  
 SERVICE ISSUED DATE : 5/2/2022

**VENDOR INFORMATION :**

VENDOR NAME : AMO  
 ADDRESS : \_\_\_\_\_  
 PHONE : \_\_\_\_\_ CONTACT PERSON : \_\_\_\_\_

TYPE OF REQUEST	MAXIMUM PAYABLE AMOUNT
Incentive Bonus WIA - Youth Goals Obtained	\$50.00

I have received this voucher and I will use it for only the above items. Participant signature not required for administrative charges.

**Must be signed by the participant**

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Youth Obtained Goals \_\_\_\_\_

**SERVICE PROVIDER INFORMATION** Issuing Location : 006 - AMO One-stop : 34 - AMO Out of School Youth - 037

**APPROVAL:**  
 We AMO do hereby certify that the above named participant is eligible for this service and that all required documentation has been obtained and is on file for the participant. I have reviewed the above items and determined them to be appropriate for service(s) listed.

**WARNINGS :**

**Must be signed by the Career Advisor and Supervisor**

SERVICE PROVIDER CAREER ADVISOR : \_\_\_\_\_  
 NAME SIGNATURE Date  
 SUPERVISOR AUTHORIZATION : \_\_\_\_\_  
 NAME SIGNATURE Date

**RETURN VOUCHER TO :** CareerSource South Florida  
 ADDRESS : 7300 Corporate Drive Center, Suite 500 TELEPHONE : 305-594-7815  
 CITY : Miami STATE : FL ZIP : 33126

The participant must present this voucher to the appropriate vendor within 10 days of receipt. This voucher must be submitted for payment by the vendor to CareerSource South Florida within 30 days of the voucher service issuance date. Vouchers received past the 30 day period will not be processed for payment.

**FOR VENDORS ONLY :**  
 Please have participant sign after they have received the service. Voucher will not be honored if participant's signature is not provided. Participant signature not required for administrative charges.

Participant Signature \_\_\_\_\_ Date of Service \_\_\_\_\_

## D. Service Provider: Invoicing for Incentive Services

### Invoicing for the Incentive Services

1. In the WFMS Center Finance Module, select new invoice other items.

Home : Center Finance

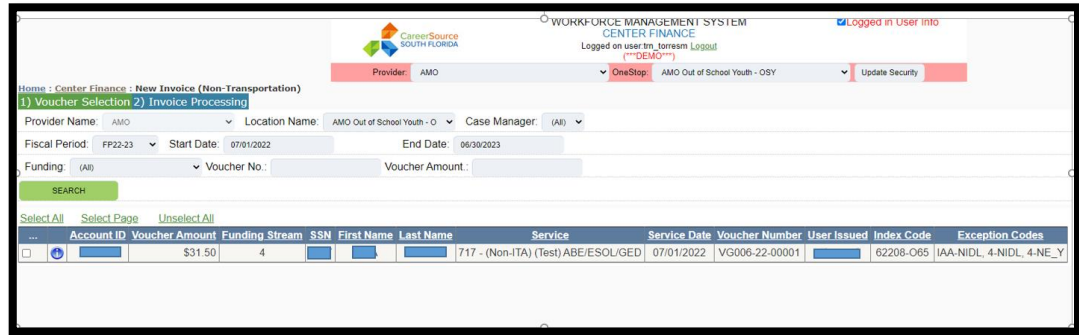
Provider: AMO

NEW INVOICE FOR TRANSPORTATION

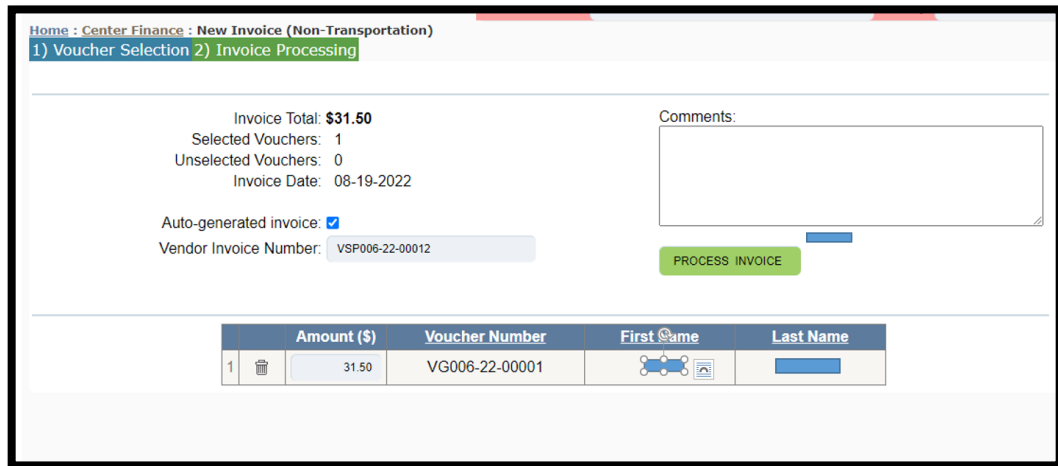
NEW INVOICE FOR OTHER ITEMS

VIEW INVOICES

2. Select the Search button to search for vouchers to invoice. All the vouchers pending to invoice will appear by participant names, voucher numbers, WFMS ID, etc. Select the vouchers then select Invoice Processing on the top left corner.



- In the Invoice Processing screen, the selected voucher(s) will appear with a total of the invoice, total vouchers, invoice date, and vendor invoice number. Once the invoice has been reviewed, if needed, enter a comment and then submit by selecting the process invoice. Once the invoice has been generated and option to view or print will appear.



- The invoice is printed and signed by the two authorized service providers' personnel. The invoice is delivered to CSSF HQ Support Service Unit.

**NOTE:** These guidelines are subject to revision as additional guidance is issued by CareerSource South Florida

# Vendor Invoice Service Details

AMO - 006  
AMO Out of School Youth - OSY - 94  
Invoice ID: VSP006-22-00012



(\*\* For Demonstration Purpose Only \*\*)

Comments:

Name	Service Type	Service Date	Amount Obligated	Voucher Number	Checked by SS Unit
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Program: 4

	717 / (Non-ITA) (Test) ABE/ESOL/GED	7/1/2022	\$31.50	VG006-22-00001	
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Total service amount for L.: \$31.50

Total for Program 4: \$31.50

### Summary of Services

Total for Budget Item Tuition and Books: \$31.50

**Invoice Total: \$31.50**

### VENDOR AUTHORIZATION

By signing the vendor authorization, I hereby certify that our organization is requesting reimbursement for the amount of **\$31.50**. In addition, I hereby certify all items listed above comply with the authorized budget and fall within the contractual scope of allowable services; all participants are eligible to receive services; all received services are sustained through documentation; all expenditures have been paid and none of the items listed above have been previously reimbursed.

\_\_\_\_\_  
Print Name Authorized Signature Date

\_\_\_\_\_  
Print Name Authorized Signature Date

### FOR ADMINISTRATION USE ONLY

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_