	Career <mark>Source</mark> SOUTH FLORIDA		PROCE	DURES	5	PROCEDURES NUMBER #02 PY2022-23
Title:	WIOA Title I You	ith Ince	entive Payments			
Effective:	September 27, 20	022		Revised:	N/A	<b>N</b>
Supersedes:	N/A			Version:	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 incompliance 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 incompliance.
- 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.

	CareerSource SOUTH FLORIDA	WORKFORCE MANAGEMENT SYSTEM PARTICIPANT MANAGEMENT Logged on user Im Jorresm Logoul (""DEMO"")	Logged in User Info
	Provider: AMO	OneStop: AMO Out of School Youth - OSY	Update Security
Home : Participant Management : Find Participant			
FIND PARTICIPANT ENTER NEW PARTICIPANT OBLIGATION TRANSFER	DEOBLIGATION		
Provider Name: AMO Location Name: AMO	Out of School Youth - OSY 🗸 Case Manager:	ALL 🗸	
Account ID: SSN:	SEARCH		
+Advance Search			

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

			-	CareerSource SOUTH FLORIDA		WORKF PAF Lo	ORCE MANAGEMI RTICIPANT MANAG gged on user.tm_torres (***DEMO****)	ENT S GEMEI m Logo	YSTEM NT d	Logged in I	User Info		
			Provide	r: AMO			✓ OneStop: AMO	Out of S	chool Youth - OSY	✓ Update Se	curity		
lome : Participan	t Management : F	Participant Information											
FIND PARTICIPANT	ENTER NEW PAR	TICIPANT OBLIGATION T	RANSFER DEOBLIGATIO	N									
						Selected Par	rticipant:		0				
Participant Train	ing Enrollment	Vouchers											
			1	ADD	TRAINING		ADD TRANSPORTAT	ION	ADD SUPPO	RT SERVICE			
							Vouchers Histo	ry					
	Date Requested	Ser	vice	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	0	\$ 50.00	\$ 50.00	05/26/2022	57494	V83956
	04/07/2022	(Non-ITA) (Test)	ABE/ESOL/GED		4	AMO	VG006-21-00408	0	\$ 32.00	\$ 32.00	05/26/2022	57512	V83959
	03/23/2022	Paid Work Exp	erience (PWE)		4	AMO	VG006-21-00373	0	\$ 530.43	\$ 530.43	04/14/2022	57403	V83599
	03/09/2022	Paid Work Exp	erience (PWE)		4	AMO	VG006-21-00349	0	\$ 575.26	\$ 575.26	04/14/2022	57392	V83596
	02/23/2022	Paid Work Exp	erience (PWE)		4	AMO	VG006-21-00326	0	\$ 657.44	\$ 657.44	03/24/2022	57353	V83491
	02/09/2022	Paid Work Exp	erience (PWE)		4	AMO	VG006-21-00315	0	\$ 328.72	\$ 328.72	03/17/2022	57329	V83456
	01/25/2022	Paid Work Exp	perience (PWE)		4	AMO	VG006-21-00303	0	\$ 298.84	\$ 298.84	03/04/2022	57313	V83375
							NO000 04 00004	-	0.24.50	0.04.50	00/04/0000	57007	100074

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.

	Ca So	reerSource JTH FLORDA	WORKFORCE MANA PARTICIPANT M Logged on user.tm (***DEM	GEMENT SYSTEM ANAGEMENT torresm Logout	Logged in User Info	
	Provider.	AMO	✓ OneStop:	AMO Out of School Youth - OSY	✓ Update Security	
Home : Participant Management : Participant Info	rmation					
FIND PARTICIPANT ENTER NEW PARTICIPANT OBLIG	GATION TRANSFER DEOBLIGATION					
			Selected Participant:	0		
			Support Servi	ces Details		
Funding Stream	4 - WIA Youth Formula	~			Available	to Spend
Index Code	62208-O65	*		Funding	Avail	lable
Service Type	490-Y - Incentive Bonus WIA - Youth G	~		4 - WIA Youth Formula	\$ 87,	329.00
Sanica Notas	Youth Obtained Goals			PWE_4 - Paid Work Experience - Youth	1	\$ 0.00
Service notes.		10				
Vendor Name	AMO	*				
Requested Amount	200.00					
Comments	Youth Obtained Goals on 8/19/28	22.				
			SUBMIT	CANCEL		

SOUTH FLORIDA	SUPPORT SERVICES GE	NERAL VOUCHER	VG006-21-00484
1	This voucher is valid for 30 days fro	m date of issue	Print Date : 8/19/20
PARTICIPANT INFORMATION:	:		
PARTICIPANT NAME :		SSN:	ACCOUNT ID :
PARTICIPANT ADDRESS :			
PROGRAM : 4		INDEX CODE : 62108-05	5
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 Obta	ained		\$50.00
SERVICE PROVIDER INFORM	ATION Issuing Location : 006 - AMO	Onestop : 34 - AMO (	Dut of School
:		Youth - OSY	
APPROVAL:			
We AMO, do hereby certify that the above the participant. I have reviewed the above	e named participant is eligible for this service and ve items and determined them to be appropriate f	d that all required documentation has been or service(s) listed.	en obtained and is on file for
We <u>AMO</u> , do hereby certify that the above the participant. I have reviewed the above	e named participant is eligible for this service and re items and determined them to be appropriate f	that all required documentation has been or service(s) listed.	en obtained and is on file for
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D. Service Provider: Invoicing for Incentive Services

Invoicing for the Incentive Services

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



 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.

þ	CareerSource SOUTH FLORIDA	-O WORKFURCE MANAGEMENT SYSTEM CENTER FINANCE Logged on user.tm_torresm_Loggul (""DEMO"")	Logged in User Into
Home : Center Finance : New Invoice (Non-Transportation)	Provider: AMO	OneStop: AMO Out of School Youth	- OSY V Update Security
Provider Name: AMO · Location Name:	AMO Out of School Youth - 0 V Case Manage	r: (All) 🗸	
Fiscal Period: FP22-23 V Start Date: 07/01/2022	End Date: 06/30/2023		
Funding: (All) Voucher No.:	Voucher Amount.:		
SEARCH			
Select All Select Page Unselect All			
Account ID Voucher Amount Funding Stream SSI	First Name Last Name	Service Service Date Vouche	r Number User Issued Index Code Exception Codes
①      S31.50 4	717 - (Non-ITA)	(Test) ABE/ESOL/GED 07/01/2022 VG006	-22-00001 62208-O65 IAA-NIDL, 4-NIDL, 4-NE_Y
		0	

3. 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.

Home : Center Finance : New Invoice (Non-Tr 1) Voucher Selection 2) Invoice Processi	ansportation) ng			
Invoice Total: \$3 Selected Vouchers: 1 Unselected Vouchers: 0 Invoice Date: 0 Auto-generated invoice: 2 Vendor Invoice Number: 1	11.50 ) )8-19-2022 VSP006-22-00012	PROCESS	INVOICE	
Amou 1 🔒	nt (\$) <u>Voucher Number</u> 31.50 VG006-22-00001	First @ame	Last Name	

Invoice VSP006-22-000	12 created successfully.
PRINT PREVIEW INVOICE	CREATE ANOTHER INVOICE

4. 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

AMO Out of School Invoice ID: VSP00	l Youth - OSY - 94 6-22-00012			SOL SOL	ITH FLORIDA
	(*** Fo	r Demonstra	tion Purpose O	nly ***)	
Comments:					
Name	Service Type	Service Date	Amount Obligated	Voucher Number	Checked by SS Unit
Program: 4					
	717 / (Non-ITA) (Test) ABE/ESOL/GED	7/1/2022	\$31.50	VG006-22-00001	
fotal service amount fo	or 🗧 👘	L.:	\$31.50		
	Total for	Program 4:	\$31.50		
Fotal for Budget It	em Tuition and Boo Invo	oks: Dice Total:	\$31.50 \$31.50		
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