

Responses to Questions submitted for Reimbursement Webinar

06/21/18

- 1. Payroll register from in-house accounting software required a signature. Is this no longer necessary?**

What is meant by “certified” payroll?

If you are not submitting payroll registers or summaries generated by your payroll software, then a signature is required to certify that the payroll information submitted is accurate. This includes any supporting information submitted using excel or any other programs.

- 2. Please indicate supporting documentation required for payment of expenses by company credit card. Is documentation of the posting of the expense to the credit card sufficient? Do you also have to include documentation for payment of the credit card bill?**

Invoice showing the expense and the credit card statement showing the payment of the invoice. You do not need to submit proof that you paid the credit card.

- 3. I just tried joining the WebEx but it appears it is already over with. Can you please send me the PowerPoint so I can review the information covered?**

We lost audio from the phone first but we kept watching the screen. Then it appeared to be frozen on the Final Thoughts page. I’m not sure if the webinar is finished but would you please send us a recap of the webinar?

The PowerPoint can be found on the OVS website by clicking on Guidance for Victim Service → **VAP Documents** → VAP Documents → Reimbursement Webinar. A summary of the changes in the procedure can be found on slide #7.

- 4. We always sent agency time sheets and the Functional Time Reports. Are they required???**

No. Neither Functional Time Records nor Agency Time Sheets are required when submitting back-up documentation for the FCR.

- 5. Do we still have to submit timesheets for staff and volunteers for each pay period?**

Timesheets are not required for agency staff. If volunteers are being used as match, backup must be submitted to substantiate the hours claimed. This can be in the form of a timesheet, calendar, sign-in/sign-out log, etc.

- 6. For Personnel expenditures, they mentioned using back-up such as payroll registers or summaries. Nothing was mentioned about time sheets. Are these still required? I assume so if asking for reimbursement of overtime hours or mileage reimbursement which is reflected on these?**

Time sheets were never required. Mileage reimbursement should be shown on a travel log.

- 7. I just listened to your webinar and had a question. Where specifically on the website can I find the updated FCR? I was looking for it last week and clicked on the forms link on the bottom and could not find it. Could you please give me specific instructions?**

The updated FCR form can be found using the following steps: Guidance for Victim Service Providers → VAP Documents → VAP Fiscal Forms → OVS Fiscal Cost Report.

- 8. If FCR is to be submitted electronically only, does that mean all back-up is also to be submitted electronically?**

None of the information is *required* to be submitted electronically, but it can be. In the past, we had some programs who were able to submit everything but the Claim for Payment electronically. We are now allowing that to be submitted electronically as well.

9. For Space/Properties/Utilities – is there no documentation required for the match in these categories as well?

No documentation is required for grant or match funds in this category.

10. We were just looking through slides and noticed for the Copies of checks you are not requiring the back of checks anymore – would you be able to accept the check stubs?

No, check stubs will not be accepted. A copy of the signed and dated check must be submitted.