

**WORKFORCE MIDSOUTH, INC.**  
**GREATER MEMPHIS LOCAL WORKFORCE DEVELOPMENT AREA**

**EFFECTIVE DATE:** July 1, 2020

**DURATION:** Indefinite

**POLICY:** Grant Award Assignment for Expenditure Posting

**PURPOSE:** To provide uniform procedures and guidance for ensuring that subrecipient expenditures are charged to the appropriate grant awards within the appropriate time period.

**Policy**

Subrecipient and vendor expenditures must be incurred during the period of performance and any cost incurred within the Federal award time period. All expenditures should be charged to the appropriate funds which match the performance period.

**Documentation and Timing**

All expenditures must fall within the grant contract period permitted by the effective dates and scope of the contract and award used to govern the payment. Appropriate proof of service must be included in the backup that documents the time period that services are performed.

**Process and Controls**


- First eligibility is determined by the appropriate staff and department. Documentation is reviewed for proof of services in accordance with the vendor contract if applicable.
- A Fiscal Tech will then review all supporting documentation to ensure accuracy. This includes, but is not limited to: invoice amount, contract service dates, proof of service, and approval signatures. They will then assign an award number to the payment request, which falls within the authorized time period.
- The Fiscal Tech will also comply with Uniform Guidance CFR Part 200 to ensure that all costs are reasonable, necessary, and allowable.
- Potentially unallowable cost will be brought by the Fiscal Tech to the Deputy Director of Finance for further review.
- The Deputy Director of Finance for Workforce Midsouth will review all final documentation for accuracy, confirm the effective dates of the assigned award, and initial for approval.
- The documentation will go to the President of Workforce Midsouth for her final approval before a check is prepared or sent ACH.


**Performance Measure / Accountability**

- Periodic monitoring/review will be completed by Workforce Midsouth management to ensure compliance and to make sure the policy is clearly followed.
- Each reported infraction of the policy will be handled on its own merit and may be subject to disciplinary action.

**INQUIRIES**

Please contact Brandee Davis, WMS WIOA Director of Programs @ [BDavis@workforcemidsouth.com](mailto:BDavis@workforcemidsouth.com) with any questions or concerns regarding this policy.

  
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Desi Franklin  
Workforce Midsouth, Inc. Board

  
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Adopted Date

*Workforce Midsouth (WMS), GMLWDB, a proud partner of the American Job Center network, is an Equal Opportunity Employer. The Career Center System is an Employer/Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 1-800-848-0299*