

December 19, 2005

NEMO WIB Issuance #01-04, Change 2

To: All Career Assistance Program Operators

From: Sharon Hays, Executive Director

Subject: Work Related Expenses (WRE) Payments

1. Purpose: To provide additional policy and guidance on proper procedure for Work Related Expense (WRE) Payments through the Temporary Assistance for Needy Families Program and to clarify the roles and responsibilities of staff involved entering, editing, and deleting WRE payments and/or vouchers.
2. Substance: Effective December 1, 2005 there will be a change in how WRE payments are processed and reported. The WRE expenditures will be reported by the Program Operator on the monthly CPR (Contract Progress Report) and submitted to the NEMO Workforce Investment Board. The Program Operator will be reimbursed by the NEMO Workforce Investment Board in the monthly cash draw down. Documentation of WRE payments no longer need to be submitted to DWD for payment. **Please note: any voucher entered into ToolBox prior to December 1, 2005 still must be sent to DWD for processing and reimbursement.**

According to the Policy Guide for the Career Assistance Program, Work Related Expense Payments may be made for costs incurred by recipients that the case manager determines are necessary to:

- Enable a recipient to participate in allowable work activities;
- Interview for employment; or
- Accept or maintain employment.

(NOTE: A Recipient MUST be in an allowable activity in order to authorize WRE payments prior to starting employment.)

An individual who is currently Sanctioned is eligible to receive WRE payments after working and/or participating for 2 weeks prior to the WRE being issued.

WRE funds can only be used for costs that are approved by the Career Assistance Program staff prior to being incurred. Under no circumstances can a recipient be reimbursed for prior purchases.

The maximum allowable work-related expense payment for any recipient in a 12 month period is \$350.00. The 12-month period begins immediately upon the first authorized payment of WRE.

Expenses that can be paid include, but are not limited to, the following:

- Uniforms (CAP staff must verify that the recipient is required to pay for the uniforms.)
- Clothing (All clothing must be appropriate for the current work activity.)
- Shoes
- Supplies
- Medical and dental expenses not covered by Medicaid or private health care insurance
- Application fee for Missouri Certificate of High School Equivalence known as the General Equivalency Diploma
- Automobile repairs. WRE funds should be primarily used to repair automobiles owned by the participant themselves. However, repairs to an automobile owned by someone other than the recipient, for example their spouse or significant other, would be allowable if it can be documented that the vehicle is the “primary” method of transportation to and from the allowable work activity. Program Operators should ensure that the participant has exhausted all other resources available before considering a work-related expense payment and it has been determined if the participant is able to contribute to the expense. A minimum of three bids should be obtained by the recipient to ensure the best possible price for the cost of the repair. If three bids are unavailable, approval to proceed with the purchase should be obtained from the Workforce Investment Board office.
- Driver’s license fees, car insurance, personal property taxes, licensing fees (if determined that the participant is unable to pay these fees and other avenues for payment have been exhausted).

Case Managers may approve work-related expense requests under \$100. Additional Local Supervisory approval is **REQUIRED** to authorize payments from \$100.00 - \$350.00. Those designated to authorize these larger payments are the Program Operator Agency’s Program Administrator and the local supervisors that have been designated by the Program Administrator. Any changes to the staff designated to authorize these payments must be submitted to the NEMO Workforce Investment Board prior to the new staff person authorizing any WRE payments of this size.

All WRE payments are made in the form of a voucher or reimbursement to the vendor/service provider. **WRE PAYMENTS CANNOT BE MADE DIRECTLY TO THE RECIPIENT IN THE FORM OF ADVANCE PAYMENT OR REIMBURSEMENT FOR INCURRED OR PAID EXPENSES.**

To authorize WRE payments in Toolbox, follow the steps outlined below:

- Go to the WRE payment screen in Toolbox by accessing the Employment and Training Program screen and clicking on the activity link at the bottom of the enrollment page.
- Then “click” on the payment link next to the activity and add the WRE payment.
- **The WRE payment amount entered into Toolbox must be for the amount of purchase only, DO NOT include any sales tax.**
- After the payment is entered and saved, you will see the “recipient payment confirmation” screen.
- Select yes to submit the payment or no to cancel the payment.
- After selecting yes, you will see the Recipient Payment screen which shows the payment just entered as pending.
- Click view and you will see the complete payment information.
- Click printable view and you will see the Administrative Voucher form that must be printed and attached to the original or copy of the invoice for the purchase. A copy of the voucher and invoice should then be submitted to the fiscal office for processing and a copy maintained in the customers paper file. The customer’s paper file must contain all back-up documentation supporting the expenditure of these funds.

These records will continue to be reviewed as part of the DWD Continuous Improvement Team Review process, and will also be subject to review by the NEMO Workforce Investment Board or it’s designee during any fiscal and/or programmatic monitoring review.

Only the CAP Coordinator, Program Administrators, and/or their Fiscal Officers will be allowed to edit and/or delete WRE payments **and vouchers**.

To record the payment information into Toolbox, follow the steps outlined below:

- Go to the participant’s Payment list and click “view” on the appropriate WRE payment.
- Click “for fiscal use only” on the “viewing a payment” screen.

- Enter appropriate information in the four fields on the “For Fiscal Use Only” screen:
 - Document Number: This 11-digit field is optional. However, you may use this field to record any locally-assigned document numbers that identify payment authorization.
 - Check Number: This field is mandatory. Enter the number of the check used to make the payment.
 - Date: This field is mandatory. Enter the date of the check used to make the payment.
 - Check Amount: This field is mandatory. Enter the amount of the check. (Note: This amount is often different from the amount shown on the WRE voucher in Toolbox, as the exact cost of items may not be known prior to purchase. It is important that the amount paid be entered in this field. Remember that when a voucher is entered in Toolbox, the participant’s available WRE balance is decreased by the voucher amount. Entering the check amount will then adjust the WRE balance for the participant if the payment amount is different than the original voucher. Do NOT go back and edit the original voucher as this does not always accurately edit the individual’s WRE balance available.)

All questions regarding TRE or WRE payments, or Career Assistance Program toolbox issues should be directed to the NEMO WIB office for resolution. This will provide a central point of contact to answer questions and disseminate the information to everyone.

3. Action: This issuance is affective immediately upon receipt and applies to all staff working with the Temporary Assistance program.
4. Contact: If you have any questions regarding this issuance, please contact the CAP Coordinator at (660) 327-5125.

Sharon Hays
Executive Director