

August 23, 2004

NEMO WIB Issuance #01-04
(replaces NEMO WIB Issuance #02-03)

To: All Career Assistance Program Operators

From: Sharon Hays, Executive Director

Subject: Work Related Expenses (WRE) Payments

1. Purpose: To provide policy and guidance on proper procedure for Work Related Expenses (WRE) Payments through Temporary Assistance Program.
2. Substance: According to the Policy and Procedures Guide for Temporary Assistance, Work Related Expense Payments may be provided to TA recipients for costs incurred by the recipient that are deemed necessary to:
 - Enable an individual to participate in work activities;
 - Interview for employment; or
 - Accept or maintain employment.

The maximum allowable work-related expense payment for any recipient in a 12 month period is \$350.00

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

- Uniforms
- Clothing
- 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 (Allowable only on vehicles owned by the recipient. The repairs must be necessary for the recipient to travel to his/her work activity. Program operators should ensure the participant has exhausted all other resources available before considering a work-related expense payment. And it has been determined if the participant's is able to contribute to the expense.)

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.

Case Managers may approve work-related expense requests up to \$100. Additional Administrative/Supervisory approval is **REQUIRED** in the following circumstances:

- All one-time work-related expense payments of **\$100.01-\$200.00** must have supervisory approval. This would include the following individuals: Sherry Ward, Elaine Miller, Donna Wray, Sheree Prebe and Susan Brouk.
- All one-time work-related expense payments of **\$200.01-\$350** must have prior approval of the local program director. This would include the following individuals: Sheree Prebe and Susan Brouk

All vendors (including program operators) must be registered with the SAM II accounting system prior to receiving payments. Vendors are added by accessing the Toolbox Employment and Training Programs screen and clicking on the activity link at the bottom of the enrollment page and payment link next to the activity and then go to Add Vendor link. It takes approximately five days to add a new vendor to the system.

All WRE payments must be authorized by using the WRE payment screen in Toolbox by accessing the Employment and Training Programs screen and clicking on the activity link at the bottom of the enrollment page and click on the payment link next to the activity and then add WRE payment. **The WRE payment amount entered into Toolbox must be for the amount of purchase only and must not include any sales tax.** After the payment is entered and saved, you will see the “recipient payment confirmation” screen. At this point, choose yes to submit payment or no to cancel payment. After clicking 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 signed (under agency approval). Attach the original invoice to the Administrative Voucher form with the appropriate signature (according to level of payment identified above) and submit to DWD Central office for payment. **All unsigned vouchers will be returned to the sender.** Voucher should be submitted to:

Division of Workforce Development
Fiscal Management Section
421 East Dunklin Street
Jefferson City, MO 65102

Each local sub-contractor should establish their own procedures for making WRE purchases on behalf of their TA recipients, whether it is through the agency directly purchasing the goods or services and then requesting reimbursement from

the state, or through the vendor's willingness and ability to establish a vendor account and receiving direct reimbursement from the state. **However under no circumstances shall the TA recipient be directly reimbursed for a WRE purchase made by them.**

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 me at (660) 327-5125.

Sharon Hays
Executive Director