

Subcontractor Invoice Checklist



Quarterly invoice and state share documentation reports (SSDR) are completed within the provided invoice workbook and are to be submitted with personnel back-up documentation (Time & Effort Forms) **within 30 days of the end of each quarter**. All expenses reported must have occurred within the timeframe of the designated quarter. Once submitted, the invoice review process will be completed within 5 business days. If corrections are requested, please resubmit corrected docs within 5 business days of receipt of request. **It is expected that all fiscal reports are finalized, signed, and submitted within 10 business days of original due date.**

The invoice workbook will be reviewed for the following:

- All personnel that submit TEFs are listed on the entry page of the invoice workbook & all personnel listed on the entry page of the invoice workbook have TEFs
- There are no negative balance on the FS invoice "Unexpended Balance" column. If negative balance, there are two options:
 - Deduct overage from expenses being claimed; or
 - Complete a BAR to move money between categories (invoice will not be processed until BAR is approved)
- There must be enough cumulative state share reported to cover cumulative federal share on invoice (i.e. cumulative SS total should be at least double the cumulative FS total)
- Be sure to use the current version of your invoice workbook (when a BAR is approved, CHC will update your invoice workbook for you)
- All dates reflect the correct quarter being submitted
 - Supplemental invoices should be labeled "supplemental" next to period reported
 - Date in the top, right corner of invoice and SSDR should reflect submission date (~30 days after quarter end)

Personnel Back-up documentation will be reviewed for the following:

- All Time and Effort Forms (TEFs) must show
 - TEF (time and effort form) hours are reported in quarter hour increments
 - Hours reported in TEFs match hours reported in quarterly entry page
 - Dates of signatures on TEFs should be on or after the last date of hours claimed
 - Signed and dated by a supervisor
 - If TEF is missing employee signature, request signature or state "unavailable to sign" and acquire supervisor signature

Volunteers & Interns

- Hours are to be reported in your fiscal reporting workbook on the State Share entry page
- To calculate the value of volunteer/intern time, use the minimum wage of the county in which your organization is located
- Unpaid interns are not subject to fringe benefit (FB) rates (enter FB rate as 0.0%)
- Each volunteer/intern must have a completed TEF for each quarter that hours are reported
- An volunteer/intern position description or duty statement that clearly defines the CalFresh Outreach activities the individual(s) will perform is required to be submitted once per year and kept on file in addition to the quarterly TEFs

If an employee is splitting hours between state share (SS) and federal share (FS), please be sure:

- Pay and FB rates are the same on both FS & SS entry pages unless otherwise noted
- The total hours between both federal share and state share match TEF
- If all hours are reported on one TEF, include a note on TEF stating the split. If separate TEFs are used, clearly label which is SS and which is FS.

Supplemental fiscal reports require the following:

Notify your Fiscal Analyst as soon as possible (CHC will update your invoice workbook for you)

Supplemental reporting may be necessary in the following situations

- To make a correction and/or addition to a previously submitted fiscal report
- To allow for submission of late fiscal reports, up to one quarter past due
- Note that any incomplete or unsigned fiscal report submitted after the due date provided in your subcontract, may be processed as a supplemental

Supplemental reports will be reviewed following the process noted above

Supplementals are accepted up to one quarter past the quarter in which expenses incurred

- For example: supplemental expenses incurred in Q1 must be reported by the Q2 due date
- Exception: supplementals are not accepted for Q4 as this is the final quarter in the Federal Fiscal Year

All supplementals will be reviewed at the time they are received, but not processed until the month in which the supplemental is due

- For example: a Q2 supplemental submitted on June 10th will be reviewed and approved within the usual 5 business days but not processed for payment until the month of July when Q3 fiscal reports are due. And a Q2 supplemental must be submitted no later than 30 days after the end of Q3, July 30th in this case.