BILLING PROCEDURES POLICY

Policy Number: 254 Revision 4
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Date Last Revised: April 13, 2026

I. POLICY

Funds will be disbursed on a reimbursement basis only to the Contractor by the Board for the cost incurred and outcomes achieved during the project period. South Central Workforce Board will withhold fifteen percent (15%) from each paypoint.

In order to obtain reimbursement, the Contractor shall submit monthly Cash Invoices with original signatures and requested backup documentation – Electronic Jobs Automated System (eJAS) Payment Point Reports, participant Wage and Payroll expenses, WorkFirst Billing Workbook, and eJAS Support Services reports – to the Board **by the 12th calendar day of each month** (if the 12th falls on a Saturday it will be due the day before on Friday, and if the 12th falls on a Sunday it will be do the following Monday) for the previous month's activity, which identifies the costs incurred for work performed and the outcomes achieved since the previous voucher was submitted. Contractors are required to use the billing forms provided by the Board.

Invoices presented for reimbursement without Commerce WorkFirst Program eJAS data will not be processed for payment until data is received and verified.

Cash invoices submitted to the Board for payment without Community Jobs and Community Works Programs eJAS Payment Point reports, WorkFirst Billing Workbook, Wage reports, or Supportive Service reports will not be processed for payment until they are received and verified by the Board.

Supplemental billings must be submitted during the regular monthly billing cycle. The supplemental Cash Invoice shall reflect only the amount of the supplemental billing.

To conduct quality assurance before submitting billing to Commerce, the Board will review the Community Jobs and Community Works Programs eJAS Payment Point reports, WorkFirst Billing Workbook, Wage reports, and Supportive Services reports for discrepancies, pay point components, and contract compliance.

Invoices received later than 45 days from the last day of the month being billed, or final invoices received later than the Board's designated date of the current calendar year, may not be processed for payment.

The Board shall review the Contractor's level of actual expenditures against the estimated expenditures monthly over the course of the program period. Differences between actual and estimated expenditures will be evaluated and may result in a reduction of allocated funds for the remaining program period. The Board reserves the right in its sole discretion to determine the amount of such reduction. Any reduction shall be based on a review of the Contractor's spending patterns, monthly expenditures, quarterly reports, and discussions between the Board and the Contractor.

The Board shall pay the Contractor within 45 calendar days of receipt of properly executed invoice vouchers.

The final invoice voucher covering costs incurred for work performed on or before June 30th of the current program year must be submitted to the Board prior to the designated date of the current calendar year to allow the Board sufficient time to process it. The final invoice voucher covering costs for wages earned in June of the current program year and not paid to the participant prior to June 30th of the current program year must be submitted to the Board for reimbursement by the designated date of the current calendar year.

II. PAYMENT POINTS

Electronic Jobs Automated System (eJAS) will be used to accurately report monthly Payment Points achieved for the Community Jobs and Community Works Programs. All payment points are generated from the information entered into Commerce-paid eJAS.

Payment Points are attained when specific benchmarks have been achieved and paperwork has been processed for each participant.

Community Jobs (CJ) Pay Point Schedule

Participants enrolled in CJ will follow the below payment structure:

a. IDP Create Date
    i. Date the IDP was created.
b. IDP Employment Start Date
    i. Actual start date must be entered in the Contractor Caseload Screen and the IDP
c. Monthly IDP Updates
    i. All active sections of the IDP must be updated monthly.
    ii. This requires all worksite evaluations, worksite supervisor contacts, skill progression (required every other month), monthly updates and applicable barriers have been updated.

iii. If a participant is not on a worksite, the "I Statement" **cannot be claimed.**

d. Stacked Activities
e. For Contractor-provided activities, participants are required to have participated at least one (1) hour to claim payment. Absences and Holidays do not count for the minimum hour of participation in the activity.
f. Stacked activity payment points can only be claimed once per month per participant, even if there are multiple stacked activities.
g. Attendance Reporting for Stacked Activities
h. Participation must be entered in eJAS and may be billed through the calendar month of the last day attended.
i. Valid through the last day attended at the activity.
j. Attendance records must be received and maintained in the participants' file in order to document hours and claim payment.
k. Attendance records must document at least one (1) hour of participation in a calendar month to be entered in eJAS and claim payment.
l. Part-Time Unsubsidized Employment
m. Part-time employment is 20-31 hours per week or the income equivalent (monthly wages equivalent to 20 hours per week, times the current Washington minimum wage, times 4.3 weeks).
n. Participants must retain Unsubsidized Employment for a minimum of 10 business days.
o. Employment Verification is required to be on file and must include:
    i. Income verification in the form of a paystub from the participant, or
    ii. Employer verified employment using the Commerce Income Verification Form (Attachment 1)
p. Can only be claimed within **45 days of leaving the program** which includes the 10 business day verification timeframe.
q. Full-Time Unsubsidized Employment
r. Full-Time Unsubsidized Employment is 32-40 hours per week or the income equivalent (monthly wages equivalent to 32 hours per week, times current Washington minimum wage, times 4.3 weeks).
s. Participants must retain Unsubsidized Employment for a minimum of 10 business days.
    i. Employment Verification is required to be on file and must include:
        1. Income verification in the form of a paystub from the participant, or
        2. Employer verified employment using the Commerce Income Verification Form (Attachment 1).
t. Can only be claimed within **45 days of leaving the program** which includes the 10 business day verification timeframe.
u. Claiming Unsubsidized Employment before Worksite Placement
    i. Must have completed a minimum of five (5) hours in a stacked activity.
    ii. Unexcused or excused absences and holidays do not count toward the five (5) hours.

iii. Achievements/Milestones documented in the IDP must detail how the Contractor provided a service that assisted the participant with obtaining the UE (e.g., resume, mock interview, communication, etc.).
iv. Claiming Seasonal/Temporary Unsubsidized Employment
    1. Participant must retain the UE for 90 days

NOTE: If a participant obtains a UE and returns to a Commerce-paid program within six (6) months of the last paid program exit date, the UE payment point may be required to be repaid. If the participant obtains a second UE after returning to this program, the payment for the UE requires Commerce approval.

Community Works (WC) Pay Point Schedule

Participants enrolled in WC will follow the below payment structure:

a. Community Works Plan Create
    i. Date the Career Plan was created
b. Community Works Plan Enrollment Date
    i. Actual Start Date must be entered in the Contractor Caseload Screen and the IDP.
c. Monthly Career Plan Updates
    i. All active sections of the Career Plan must be updated monthly.
    ii. This requires all worksite evaluations, worksite supervisor contacts, skill progression (required every other month), monthly updates and applicable barriers have been updated.
    iii. If a participant is not on a worksite, the "I Statement" **cannot be claimed.**
    iv. Payment is valid for the calendar month of the last day worked.
    v. Evaluations must be received and maintained in the participant's file in order to claim the payment.
    vi. Timesheets must document at least one (1) hour of participation in a calendar month to be entered in eJAS and claim payment.
d. Monthly Attendance
    i. Attendance must be entered in eJAS and may be billed through the calendar month of the last day worked.
    ii. Timesheets must be received and maintained in the participant's file in order to claim payment.
    iii. Timesheets must document at least one (1) hour of participation in a calendar month to be entered in eJAS and claim payment.

III. UE'S NOT ALLOWABLE TO CLAIM

UE Payment points may not be claimed for the following:

- Government subsidized training/volunteer programs with no intent to hire at the end of the service.

- Temp to hire, stop-gap employment or temporary employment (more than “short-term”) should be reviewed on a case-by-case basis with Board staff to determine whether the payment point is claimed or a “hold” is appropriate.
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IV. WAGES AND PAYROLL

To receive reimbursement for participant wages and other payroll expenses, the Contractor shall submit the monthly wages paid for participants in the WorkFirst Programs. Contractors are responsible for wage subsidy costs, including WorkFirst participant payroll and employer payroll expenses, including but not limited to Industrial Insurance and FICA.

PAYROLL

a. Pay Period
    i. Participants are paid following Contractor payroll schedules
b. Time Sheets
    i. Each participant must complete a timesheet monthly. Timesheet due dates must follow Contractor policies.
    ii. All timesheets must be completed in ink. For corrections, please strike out the information in error, write in the correct information, and initial. **Do not use correction fluid or tape.**
    iii. Timesheets must be completed accurately to reflect all time worked and allocated across funding streams as appropriate.
    iv. All timesheets must be signed by the participant, reviewed for accuracy, and signed by the supervisor.
    v. All timesheets must be completed in a timely fashion to allow for signatures and submitted to the Contractor accounting department.
c. Payroll
    i. For participants not on an electronic transfer system, payroll will be picked up from the Contractor staff on designated pay dates each month by authorized staff. Payroll checks will be maintained confidentially and in a secured (locked) location until distribution.
d. Out Stationed Participant Payroll
    i. Distribution of out-stationed participant payroll will be the responsibility of the Contractor and will be delivered directly to the participant via postal service mail or by a pre-arranged appointed staff person, who will then distribute to the participants.

V. SUPPORT SERVICES

Limited Support Services are provided to assist WorkFirst participants to prepare for work, looking for work, or while in subsidized work activities. Support Services are available to provide support and enable participants to be successful in their WorkFirst activities when other resources are not available.

Support Services include goods such as clothing, tuition and books, tools, equipment, bus passes, hygiene supplies, and other services such as counseling.

The amount and type of support that is authorized shall be based upon the participant's need. Suggested limits are described in the Support Services Directory (Attachment 2). For amounts over the suggested limit, see the Support Service Exception Process below.

Electronic Jobs Automated System (eJAS) will be used to accurately report monthly Supportive Services expenditures for the Community Jobs and Community Works Programs.

To receive reimbursement for participant support service expenses, the Contractor shall submit the eJAS Monthly Support Service report to the Board for each Commerce WorkFirst Program. **Support service reports must be exported into Excel and the Transportation Related payments must be separated from the Other Support Service payments for each of the Commerce WorkFirst Programs.**

Reimbursements for "transportation-related" payments entered in eJAS must be tracked and separated on the Cash Invoice and backup under "Support Services (Transportation)" for the following categories:

- (07) Mileage Reimbursement
- (19) Car Repair
- (43) Public Transportation
- (44) Gasoline (Transportation Allotment)
- (61) Licenses/Fees (transportation allotment)

The WorkFirst Contractor may authorize Support Services upon receipt of the referral from DSHS WorkFirst Program Specialist or DSHS WorkFirst Program Social Worker.

The Contractor Shall:

1. Determine the need for the support service based on the Assessment, Individual Development Plan, Career Plan, TANF status, and ensure the participant has not exceeded the individual support service limit of $5,000 per program year.
2. Determine the best and/or lowest-cost alternative (e.g., 2 estimates for car repair).
3. Authorize and issue support service payments.
4. Ensure appropriate documentation/receipt is maintained to justify the expenditure of the supportive service. This includes client notes in eJAS, whether or not the supportive service was approved or denied.
5. Maintain in the participant's file, the verification of the method used in the decision-making for selection of the support and authorization for the support services.

Support Service Exception Process

Exception to the Rule (ETR) Process: If a supportive service request is over the suggested limit and/or not defined in the Support Service Directory, the following process for obtaining an exception is as follows:

- Contractor must contact the Board.
- Contractor must submit an Exception to the Rule Support Service Form (Attachment 3) to the Board to include: Contractor Name, Participant JAS ID number, a brief description and justification of services needed, and dollar amount.
- The Exception to the Rule Support Service Form must be sent via email with appropriate signatures to the WorkFirst staff at the Board so it can be forwarded to Commerce for approval.

If a participant is in need of assistance or support that is not listed on the Commerce Supportive Service Directory, the Contractor must contact the DSHS WorkFirst Program Specialist or DSHS WorkFirst Program Social Worker to determine if services may be available through **Additional Services**.

VI. TECHNICAL ASSISTANCE AND TRAINING

To ensure that the Commerce WorkFirst Programs are meeting contractual standards, the Board will maintain open communication and request assistance as needed with the Commerce WorkFirst staff to ensure the guidance given to subcontractors is up to date on contract and program standards.

The Board will provide technical assistance and training on these updates, along with any program elements, as needed and necessary to ensure compliance with the WorkFirst Programs. These trainings will be given to new and current staff, occur not less than quarterly and be in the form of training, meetings, emails, etc.

ATTACHMENTS

- Attachment 1: Employment Income Verification Form
- Attachment 2: Commerce Support Service Directory
- Attachment 3: Exception to the Rule Support Service Form