

# WESTCHESTER COUNTY YOUTH BUREAU

## INVEST IN KIDS PROGRAM

### GUIDELINES FOR CLAIMING PROCESS

This material is designed to clarify the Youth Bureau's fiscal requirements and policies towards the Invest in Kids (IIK) Program. Under this Program, Youth Bureau will reimburse 65% of the total eligible program expenses. Agencies under contract must file listings of all program expenses paid prior to receiving funds. A Program Expenditure Summary and applicable Program Expenditure Reports must be filed for each program. Listed below are the Program Expenditure Reports, which make up completed claim forms for reimbursement of program expenses:

| <u>Type of Funding</u> | <u>Name of Form</u>         | <u>Form Number</u>             |
|------------------------|-----------------------------|--------------------------------|
| Invest In Kids         | Program Expenditure Summary | IIK-1001 (Rev 1/02)            |
|                        | Program Expenditure Reports | IIK-1002 – IIK-1005 (Rev 1/02) |

Instructions and examples for completing these reports in a general form will be provided. Computer generated forms will be accepted if they are formatted to appear identical to the Youth Bureau forms. These forms are in EXCEL format and can be downloaded from Youth Bureau form Youth Bureau website at [www.westchestergov.com/youth](http://www.westchestergov.com/youth).

All claims should be submitted with original signature. The Contract Number must be entered on all the Program Expenditure Reports. The Executive Director or another authorized official of the agency must make the certification on the Program Expenditure Summary report.

Invest in Kids (IIK) Program claims must be submitted quarterly. The quarterly claims are due on the 20<sup>th</sup> day of the following month of a quarter.

Copies of back-up documents should be submitted with the claim. Listed below is a summary of the back-up documents for various expenses:

| <u>Type of Expense</u>  | <u>Back-up Documents</u>                            |
|---|---|
| Salary & Wages  | Payroll Register or Time Sheet and Proof of Payment |
| Fringe Benefits   | Invoice from the Vendor and Proof of Payment        |
| Consultant/Contracted Services<br>(Please refer page 12 for guidelines) | Agreement, Invoice and Proof of Payment             |
| Stipend<br>(Please refer page 13 for guidelines)                        | Time Sheet and Proof of Payment                     |
| Other Operating Expenses  | Invoice from the Vendor and Proof of Payment        |

The Youth Bureau audits each claim against appropriate Westchester County and NY State Finance Law, Rules & Regulations, OCFS Fiscal Policies & Procedures and the approved budget of each program and any approved budget amendments. Claims with calculation errors, and not submitted in accordance with Fiscal Policies & Procedures and approved budget will be returned. Although the Bureau process all claims as soon as possible, any request made by the Bureau for additional information will delay payment until the request is fulfilled. If any questions arise, please contact the Youth Bureau at (914) 995 – 2755.

All claims must be sent to:

Westchester County Youth Bureau  
112 East Post Road, 3<sup>rd</sup> Floor  
White Plains, NY 10601