

Jefferson/Franklin Consortium Financial Reporting Schedule

- **Cash Request – Twice per week** (Program/Admin Assistant and One Stop Coordinator)
 1. All cash requests will be submitted through Department of Higher Education and Workforce Development (DHEWD) Financial Reporting System (FRS).
 2. Cash may be requested twice a week. Cash requested by 11:59 pm on Monday will be available on the following Friday. Cash requested by 11:59 pm on Wednesday will be available on the following Tuesday.
 3. If a holiday falls within the timeframe for cash requests, or if the timeframe is affected by the timing of the FRS system, the schedule will be adjusted. A message will be displayed in FRS with information regarding the adjusted schedule for requesting and receiving cash.
 4. YTD cash draws will be checked on a regular basis against local financial records monthly and adjustments made when needed.

- **Subrecipient Invoice – Monthly** (Subrecipient staff)

All subrecipients are on a cash reimbursement basis. They are required to submit monthly financial invoices for each grant award they operate. It is the responsibility of the subrecipient to ensure the accuracy and timeliness of the financial information provided.

- **Infrastructure Invoice – Monthly** (Program/Admin Assistant and One Stop Coordinator)

Infrastructure invoices are available in FRS between the 20th and 25th of each month. Partner costs are calculated and payment of the WIOA/Partner (excluding WP) is made to Office of Workforce Development (OWD).

- **Contract Progress Reports – Monthly** (Program/Admin Assistant)

Contract Progress Reports are due to Department of High Education and Workforce Development (DHEWD) by the close of business on the 10th of each month following non-end of quarter months and by the close of business on the 15th of the month following end of quarter months.

- **Quarterly Reports – Quarterly** (Program/Admin Assistant and One Stop Coordinator)

Program Income, In-Kind/Stand-In and Quarterly Obligations reports are due on the 15th day of the month following the end of a quarter, unless instructed otherwise by DHEWD.

- **Partner Infrastructure Invoices – Quarterly** (One Stop Coordinator)

Partner infrastructure costs are calculated based on FTEs in each job center. Invoices are sent to partner agencies after the end of each quarter and contain 3 months of costs.