

Workforce Solutions CARES FAQs 8-13-20

1) What is the difference between Overhead Costs Salaries and Direct Program Salaries?

The difference between Overhead Costs Salaries and Direct Program Salaries are the staffs' role in providing services to participants. Generally, costs associated with staff providing direct services to participants (counselors, coaches, case managers, etc.) are qualified as Direct Program costs. Costs for those staff providing administrative or supervision support for the program (supervisors, managers, HR staff, accounting staff, etc.) are Overhead costs. More information can be found [here](#).

2) Are digital signatures on the invoice allowed or do they have to be hand signed and faxed? Digital signatures will be allowed during this time.

3) What is RISE?

RISE stands for Ramsey County Investment and Support Efforts. Through this program, Ramsey County is making investments with CARES funds into three major service areas:

Home and help: housing, food and financial assistance for struggling individuals and families

Employment support: resources for those who have lost their job or need help with employment

Small business: support for small businesses to stay open and adapt

More information can be found [here](#).

4) Do we need to verify Ramsey County residency somehow or is it self-reported?

Residency can be self-reported by participants.

5) Can you provide follow-up info about how to connect our families with the emergency financial assistance?

More information about Emergency Assistance can be found [here](#). Also, other resources can be located at the [Ramsey County Coronavirus Page](#).

6) Is there consideration for back dating reimbursable costs associated with contracts to help capture summer employment costs for youth since notification award?

Ramsey County cannot reimburse for any costs incurred prior to the execution of the contract.

7) When looking at payroll expenses, would expenses be prorated starting at contract date or when expenses is recognized (i.e. payroll)?

Payroll expenses are paid on an Accrual basis, however, activity must be prorated to the contract execution date.

8) If you are not able to get invoices finalized by the 7th for the previous month, can we submit that month's expenses with the next month's invoice?

Yes, but please submit the invoice as soon as possible rather than wait for the following month. Consistently late invoices may impact your award and will make it more difficult to determine rate of spend. Late invoices at close of project will not be accepted.

9) Is there a list of what is required for the expense back-up? What is required up front?

For all vendors, a general ledger will be required as back-up with every invoice. Vendors will be notified if additional back up documentation is required to meet the needs of an audit. All documentation and invoices must be retained for 6 years after the program concludes for Audit regulations.

For vendors who are providing support services through gift cards or other cash equivalence, the CARES Support Services individual forms and Report is also required with each invoice. The procedure for this can be found in the Support Service Reporting Guidance. The final amount of support services documented in the report (given out to client) must align with the amount of reimbursement being requested. Additionally, vendors should keep documentation reflecting the participants receipt of the support services (signatures, electronic confirmation, etc.) for audit purposes.

Please contact your planner if you are going to be providing support services.

10) Do we need a signed document for every participant who receives a gift card?

Yes, proof of receipt of gift cards is required for every gift card as an attestation of receipt and that the support service is reasonable and necessary due to COVID-19 impact. The document/form can be signed or in electronic format. The CARES Support Services individual forms and Report will be used to reconcile between the forms and the invoiced amount. In addition to the attestation, forms should include participant name, program, organization, support service value, support service ID number, purpose of the card (i.e. interview clothes, transportation for interviews/work, school supplies, etc.).

Please contact your planner if you are going to be providing support services.

11) Can organizations be reimbursed for gift cards when they have been purchased the gift cards?

No. Reimbursement is allowed for vendor specific cards only and can only be reimbursed after the support service cards have been distributed to the participants. Gift cards are considered same as cash and must be stored and treated as such and cannot be reimbursed for the initial bulk purchase.