

DATE ISSUED: March 8, 2013

DATE REISSUED: September 15, 2014

TO: Ramsey County MFIP-Employment Services (“ES”) Providers

FROM: Kate Probert Fagundes- MFIP/DWP Employment Services Division Manager

SUBJECT: Invoice and Budget Modification Submission Process

PURPOSE: This memo describes the protocol and expectations for submitting the Workforce Solutions (“WFS”) ES Program Invoice and Budget Modification File.

1. Due to State and County auditing and reporting expectations, the “Other” categories have been removed from the current Invoice/Budget Modification file.
2. New categories of “Culturally Specific”, “Motivational Interviewing”, and “TWE Wages” have been added. Not all ES providers will use all of these new categories; refer to the current program contracts for more details.
3. As per current procedure, all Invoices and Budget Modifications must be signed, printed, saved as a .pdf, scanned, and attached to an e-mail sent to the ws.vendors@co.ramsey.mn.us by the 15th of the month. Payments are likely processed within 30 days from that 15th of the month submission date (not from the date of submission if invoicing turned in prior to the 15th). These rules don’t apply to the December invoice. You will receive notification in December with specific instructions and dates for submitting your final December invoice.
4. The primary signature on the Invoices and Budget Modification must now be signed by the person who signed the contract. Each provider will be asked to designate a person who will serve as the secondary signature in the case when this primary signatory is absent.
5. A line for a second signature has been left on the Invoice and Budget Modification. The designated “second signature” is the choice of the provider.
6. Additionally, the provider will be asked to attach to the monthly invoicing e-mail a copy of the whole ES Program Invoice and Budget Modification File which includes the Excel worksheet.
7. All requests for budget modification must be made in writing (e-mail) to the program’s assigned planner and approved in writing (e-mail) by the planner.

EFFECTIVE: September 11, 2014

CONTACT: Your Agency Planner