

FISCAL

FUNDING

The SkillUP program uses a third-party reimbursement model to fund the program. Funding is based on a 50/50 basis, unless otherwise approved. FSD will reimburse you 50% of all allowable SkillUP expenses. You must expend 100% of the cost of program operations, SkillUP services and participant reimbursements up front, and then bill us for 50% of all eligible costs.

You can use the funds received from reimbursement of SkillUP expenditures as “local” match in future SkillUP invoices. This is known as reutilizing SkillUP funds. You have to receive the funds, spend them on valid SkillUP costs, and invoice them through the regular invoicing process to reutilize SkillUP funds.

A worksheet will be required for reutilized SkillUP funds that show:

1. The amounts invoiced to DSS/FSD in the month or quarter, it was invoiced;
2. When the invoiced amount was received back from DSS/FSD; and,
3. The date and amount used as a match on future invoices.

You must track all private donations used as local match by donor name. If private donations are used as a local match, a worksheet listing all donations by donor name is required. You do not need to submit the worksheet with the invoice, but we will review it during your monitoring visit.

BUDGETS

You must submit all budgets on the DSS/FSD approved budget form, Appendix B, with specific line items and calculations.

Budgets are due to us on June 15 for our review. Your budget and allocations are only approved after FNS approves our written state plan and budget.

A variance of more than 15% for each line item requires a contract modification. You must submit all budget or contract change requests as soon as possible to the appropriate program manager.

For CBO Providers

Submit budget or contract change requests to SkillUP.Missouri@dss.mo.gov . DSS/FSD contracts and fiscal units will review all changes for final approval.

For College Providers

All budget or contract change requests must be submitted in accordance with the MCCA contract with DSS/FSD.

BILLING ROSTERS & REPORTING DOCUMENTS

SkillUP providers must submit their billing rosters and reporting documents monthly to SkillUP.Missouri@dss.mo.gov when submitting the monthly invoice. FSD will process within 30 business days.

You cannot bill for ineligible individuals. FSD will not approve the invoice until the billing roster is not approved.

INVOICES

Submit invoices monthly to SkillUP.Missouri@dss.mo.gov according to the terms of the contract (usually no later than 60 days after the billing period).

You must submit the last invoice of the contract year within 45 days of the end of the contract year. FSD issue payments within 30 days of invoicing, unless discrepancies must be reconciled.

Completed invoices must include:

- Completed and signed invoice form for the current year (Appendix C);
- Expenditure report by line item (Appendix D); and
 - A separate Local Match Certification form (Appendix E) for each source of match funds.
- Note – the Local Match Certification form has 3 lines for different types of match sources.
- Billing Roster and Component Form (Appendix F)

These forms are available in the Appendices as well as [DSS Intranet Home](#).

COST ALLOCATION

All Providers must provide a cost allocation plan along with their budget every federal fiscal year. You can choose to either:

1. Use the in-direct cost rate to cover the common costs, or;
2. Use the cost allocation plan to cover the common costs.

However, it is important to know you can only use one method for the SkillUP program. If you choose to have the in-direct cost rate in your budget, then you must submit a copy of the letter with the cost allocation plan.

You must allocate all payroll/admin costs (for example, fringe benefits) through the same method chosen.

MONITORING

Toolbox is the electronic casefile for SkillUP participants. FSD will review them as part of annual fiscal monitoring. Organize files according to your agency's standards, but at the minimum, they must contain the following information:

- Intake and Assessment,
- Certificates received/obtained,
- EP,
- Wage verification if receiving retention services or support service,
- Participant progress, and

- Participant reimbursements.

Monitoring Tools are located in Appendix G.