

# Claims 101

## A General Overview for Submitting Claims

**\*This training was developed for VOCA sub-recipients, however most of the information provided is applicable to all CVSU contracts**

# Claims 101

- Claims can be accessed by going to “My Grants” and selecting the Grant Title
- All Claims will be submitted online, through the WebGrants System
- A Claim represents your approved grant budget
- Claims are used to document your expenses for reimbursement each month

# Claims 101

- When are they due?
  - Claims must be submitted via WebGrants **by 11:59 p.m. the 5th of each month**
  - If the 5th falls on a weekend or holiday, Claims are due **the following business day**
- One Claim should be submitted for each month of the contract period
  - Claim 001 = April expenses (1<sup>st</sup> month of contract)
  - Claim 002 = May expenses (2<sup>nd</sup> month of contract)
  - So on and so forth

# Claims 101

- Report expenses incurred during the reporting period/month
- Include only those items which are approved in your grant budget
  - **ACTUAL** gross salary must be reported, regardless of time spent on grant activities
- Keep descriptions brief, yet descriptive
- Do not combine line items
  - For example, 2 separate pay periods must be 2 separate lines

# Claims 101

- Why is my payment less than I requested?
  - Mathematical Errors
  - Ineligible/Unallowable Expenses
  - Description was not provided for "Other Allowable Hours/Activities"
  - Proper documentation not provided
  - Monitoring Findings

# Claims 101

- Be sure to check the Feedback section at the bottom of the Claim each month
  - You should receive a WebGrants alert once a Claim is paid
    - ❖ This is a great time to check your Feedback, regardless of whether there was a reduction or not!
    - ❖ At times, an adjustment may be made that does not affect the payment amount, but we still want you to be aware of it.

# Claims 101

- Percentage of Time
  - **Do not** claim more than the allowable % calculated by WebGrants timesheets
    - ❖ However, you may claim less
      - For example, an agency was awarded a position at 70%; the WebGrants Timesheet calculates an eligible percentage of 90%; the agency may either claim 70% (budgeted) **OR** 90% (as calculated by WebGrants)
    - ❖ Be aware, by claiming the higher %, you may run out of funding more quickly for that line!

# Claims 101

- FICA/Medicare
  - Calculated at 0.0765 of gross pay
    - ❖ Remember to exclude pre-tax deductions!
  - Agency must provide documentation showing payment of FICA/Medicare taxes (may be paid monthly or quarterly depending on the agency)



# Claims 101

- Example: FICA/Medicare

- Employee's gross salary is \$1,160.00

$\$1,160.00 \times 0.0765 = \$88.74$  (no pre-tax deductions)

- Health Insurance pre-tax deduction of \$66.75

$\$1,160.00 - \$66.75$  (pre-tax deductions) = \$1,093.25

\$1,093.25 is the amount being taxed

$\$1,093.25 \times 0.0765 = \$83.63$  FICA/Medicare

# Claims 101

## ○ Medical Insurance

- Invoice must be provided along with proof of payment
  - ❖ Invoice should include premium amount and coverage dates
- If awarded Medical Insurance, additional benefits are **not** allowed to be billed along with medical insurance, even if they are on the same invoice
- Please remember to subtract any portion that the employee contributes to the premium
- Only the allowable percentage of time (or less) may be claimed; if more than one pay period is included, the **average percentage** must be used

# Claims 101

- Example: Medical Insurance

Jane Smith's total premium = \$476.42 per month

Jane's contribution = \$66.75 **per pay period**

$\$476.42 - 66.75 - 66.75 = \$342.92$  per month

Agency cost = \$342.92 per month x 70% grant funded

Agency is reimbursed \$240.04 for Jane's medical

# Claims 101

- Unemployment Compensation
  - Provide documentation showing agency's current rate
  - Based upon the first \$13,000 of the employee's salary
  - Provide proof of payment (if paid quarterly, indicate which quarter)
  - May submit either a monthly or quarterly
    - ❖ If billed on a quarterly basis, provide a breakdown of previously reimbursed salary
  - Remember to bill at the allowable %

# Claims 101

- Worker's Compensation
  - Based upon employee salary x agency's rate
  - Must provide documentation showing agency's current rate
  - Remember to bill at the allowable %

# Claims 101

- Volunteers (*not applicable to SSVF*)
  - The number of volunteer hours **and** the rate must be provided in the description on the Detail of Expenditures
  - Volunteer timesheets must be provided in attachments
    - ❖ Volunteer timesheets must be signed by both the volunteer and a supervisor

# Claims 101

- Travel

- Mileage

- ❖ The number of miles **and** mileage rate must be provided in the description
    - ❖ Mileage logs must be provided in attachments section
      - Mileage logs must include date of travel, mileage, and destination/purpose
    - ❖ Proof of payment must also be provided

# Claims 101

- Travel (cont'd)

- Meals

- ❖ Meal reimbursement based upon per diem rates, available at:

- <http://dps.mo.gov/dir/programs/cvsu/documents/sub-recipient-travel-policy.pdf>

- ❖ Meal receipts are not necessary

- ❖ Agency may claim per diem rate for each allowable meal

- Logs/expense reports must be provided showing dates/times and meals claimed

- Proof of payment must also be provided



# Claims 101

- Reminders

- Timesheets must be signed by both the employee and immediate supervisor
- Remember there is “Notes and Helpful Hints” document under each grant link on our website

<http://dps.mo.gov/dir/programs/cvsu/>

- Correspondence

- Please include your name and agency name when sending a correspondence... we like to know who we are communicating with!

# Claims 101

We will now pause to allow for any questions...use the chat box to type your question and I will either answer it verbally, or one of our staff will type a response

We will move on to the WebGrants System in just a few minutes.