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*
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- 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
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- 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 (1st month of contract)
  - Claim 002 = May expenses (2nd month of contract)
  - So on and so forth
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- 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
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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
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- 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.
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- **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!
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- **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)
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- **Example: FICA/Medicare**
  - Employee’s gross salary is $1,160.00

  \[ \$1,160.00 \times 0.0765 = \$88.74 \text{ (no pre-tax deductions)} \]

  - Health Insurance pre-tax deduction of $66.75

  \[ \$1,160.00 - \$66.75 \text{ (pre-tax deductions)} = \$1,093.25 \]

  $1,093.25 is the amount being taxed

  \[ \$1,093.25 \times 0.0765 = \$83.63 \text{ FICA/Medicare} \]
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- 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
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
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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 %
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- **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 %
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- 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
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- 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
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Travel (cont’d)

- Meals
  - 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
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- **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/](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!
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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.