

TANF Policy 18-Procedure for Processing Payment to Employment Connections and Keep A Job Providers.

- Contract Operations is responsible for routing contracts and modifications through the Signature process in a timely manner. When the Contract Operations unit has processed a contract/modification and has not received a signed copy from the contractor within 14 business days, the staff person in charge of contract flow (staff) will notify the appropriate contract manager. The contract manager will then contact the contractor to ascertain the status of the contract/modification. After researching the problem and taking any necessary action, the contract manager will notify via e-mail the staff of the action taken and when the signed contract/modification is expected. If the signed contract/modification is not received by the date specified staff will again notify the contract manager and the action steps will again be repeated.
- After receipt of the signed contract/modification, staff obtains the signature of the Division Director, and forwards a signed copy to the contractor and DOL's fiscal unit. Staff will send an e-mail to Diane Brooks notifying her that a contract/modification is in route.
- Contractors must submit Monthly Financial reports to the Fiscal unit by the 12th of the month. Contractors should address the Monthly Financial reports to the following address:

Department of Labor, Division of Employment & Training
Fiscal Office – 3rd Floor
4425 North Market Street
Wilmington, DE 19802

Please Note: If the Fiscal unit does not receive your Monthly Financial, payment will not be processed. Fiscal will wait until the following month, and if they do not receive a Monthly Financial again, they will go back and use the last Monthly Financial submitted.

- On the last Monday of every month Contract Operations will drawdown performance data to generate Earning Calculation Sheets for Fiscal, and validation letters for contractors. Earning Calculation Sheets will be forwarded via e-mail to Stephanie Martin and Diane Brooks of Fiscal within two business days of the drawdown. Validation letters to contractors will be sent within five to seven business days of the drawdown.
- Within ten business days of receiving the Earnings Calculation Sheets, fiscal will process payments (providing Fiscal has the Monthly Financial report and signed copy of the most current Contract or modification) and return the completed Earning Calculation sheets (with the amount of Direct Benefits notated on the last submitted Monthly Financial Report) to the appropriate Contract Manager. The Contract Manager will forward a copy of the Earning Calculation Sheets to the contractors upon receipt.
- Once the fiscal documents are prepared, they must be sent to the Treasurer's office in Dover, DE, where they receive final approval and the funds are dispersed.

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- Once the documents are sent to the Treasurer's office, it can take an additional 7 to 10 days for the funds to be dispersed.

The following steps should be taken if the Contractor disagrees with the data indicated on the validation letter:

- E-mail the contract manager with a description of the issue
- The contract manager will then investigate and make any actions needed within the system by the last Monday of the month following the month the e-mail was received in.
- Once action is taken, the next payment due to the contractor will include any adjustments that result from the action taken by the contract manager.

Remember that all payments are cumulative and no earning calculation sheet will be revised once fiscal has processed the payment.