

TANf Policy 27 – Payment Documentation Sample Process

Quarterly, consistent with the TANF Work Verification plan, DOL and DSS staff will meet jointly to review documentation of performance. This review will utilize a sampling process. A separate sample will be accomplished by contractor. The sample of active enrollments will be identified as follows:

After the number of active enrollments has been identified a random number will be assigned to each. Following the random number assignment, the listing will be ranked in ascending order based on the random number assignment. The sample will be chosen in rank order. The number of the sample is based on the number of enrollments for the period:

Enrollments 1 – 100 SAMPLE SIZE = 10

Enrollments 100> SAMPLE SIZE = 10%

Method

1. The Sample list is provided to the Contractor
2. The Contractor forwards to their Contract Manager within seven (7) days copies of the original supporting documentation for all payments achieved through the last day of the month for the active enrollments list with a cover memo for each individual specifying the documentation sent. (original documentation may be requested to resolve questions)
3. DSS/DOL review takes place
4. When the documentation is determined by the Contract Manager to be insufficient, Steps 2 & 3 may be repeated as often as necessary until the end of the allowable period to complete.
5. The Contract Manager when a contractor's review is complete will send a memo confirming the status of the review and any actions required to be taken as a result of the review.
6. The Contract Manager, when all contractor reviews have been completed will forward for filing, a summary memo regarding the results of the review, copies of the memos sent to contractors and copies of all the documentation submitted as part of the review process.

Rules:

1. Documentation must comply with TANF Policies in particular TANF Policy 3 (Contractor Documentation).
2. The review will be completed no more than 60 days after the issuance of the Sample List
3. Failure to meet the Documentation Standard will result in questioned costs and may result in other actions deemed necessary.