**2022 IHCDA CSBG Claim Requirements**

**Required Claim Contents:**

1. Claim Receipt – Created at time of submission
2. Budget Summary – Lists current claim request breakdown by budget category
3. General Ledger – Breakdown of current expenses/items being claimed for reimbursement by budget category
4. Supporting Documentation
5. Copies of vendor invoices/receipts
6. Payroll - Detailed ledger, journal entry descriptions or time sheets containing the names, wages and dates for any administration payroll being claimed.

**Required Supporting Documentation:**

1. Payroll documents are required for each claim submitted when claiming salary of any kind
2. Charges for $1,000.00 or more
3. Employer charges over $1,000.00 that are not shown on the payroll documentation
4. Any charge (regardless of the dollar amount) within the general ledger titled as the following:

* Credit Card Company (Unless the ledger specifies to be a monthly usage fee)
* Persons name
* Reimbursement
* Petty Cash
* Travel/Mileage: Original vendor invoices for charges such as fuel and hotel. Mileage report with reimbursement totals are required for Mileage charges.
* Legal
* Fees
* Advertisement
* Cost Center
* Miscellaneous
* Rent for multiple locations
* Multiple charges of the same name with the same charge amount

NOTE: If the charge is less than $1,000.00 and the original vendor name is listed within the ledgers line item, the vendor invoice is not required.

**Additional Required Supporting Documentation:**

1. A single vehicle, equipment, or electronic charged for $5,000.00 or more each require the following:

* Vendor invoice
* Pre-approval letter or email from an authorized IHCDA associate

**Please be mindful of the following to prevent confusion and any delay of reimbursement:**

1. Only provide charges in your ledger that you are currently claiming
2. Only supply the required supporting documentation
3. Credit card statements in place of original vendor invoice: claimed charges must be highlighted for clarity.
4. Large number of credits
5. Terms within your ledger such as “Adjust”, “Transfer”, “Move”, or “Shift”
6. Keep the claims under $100,000.00

**Helpful Hints:**

1. It is acceptable to create multiple uploads to each claim and provides organization for review.

Example of uploading documents by document:

* 1st Upload – Budget Summary and General Ledger
* 2nd Upload – Vendor invoices
* 3rd Upload – Payroll

Example of uploading documents by budget category:

* 1st Upload – Admin (ledger of charges, payroll, and vendor invoices)
* 2nd Upload – Direct Program Costs (ledger of charges payroll, and vendor invoices)

1. If your claim is over $100,000.00, it is completely acceptable to submit one claim for one budget category and a second claim for another budget category.
2. Call or email me for any questions regarding claims requirements. I am here to help you.

Please Note

If I cannot explain your claim, I cannot approve your claim.

Please contact me with any questions you may have regarding claim submission.

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