

Community Programs Division Programs

Guidance CP-018-01

Subject: Claims Documentation

Effective Date: December 1, 2018

Release Date: October 22, 2018

Beginning December 1, 2018 the following guidance will be enforced:

Receipts must be submitted for every expense included in claims. The \$1,000 threshold is removed.

The IHCDPA Partners Guide, which serves as the claims manual, will be updated to reflect this new guidance.

The guidance now aligns IHCDPA policies with that of 2 CFR 200 Uniform Guidance standards.

Allocated Costs

Each sub-grantee should annually submit its Allocation Plan to IHCDPA for review. The claims certification document will include the statement that the sub-grantee follows its Allocation Plan, and therefore all allocated costs should be identified as allocated, and detail will not be required for those costs. All non-allocated costs must be submitted with back-up documentation.

Specific Costs

- 1) Reimbursement will not be given for tips over 20%.
- 2) Per diem travel and meal amounts are permissible as long as the amount does not exceed the federal per diem.
- 3) Regarding programs that IHCDPA does not administer, but are supported or augmented by CSBG funds, sub-grantees are required to provide receipts for the portion of expenses submitted for reimbursement by CSBG.
- 4) Pre-approval is still needed for items over \$5,000.
- 5) General invoices suffice for medical expenses and insurance. Do not provide documentation that would violate HIPPA rules.
- 6) Credit card charges submitted for reimbursement should include the credit card statement or receipt; redact charges that are not being requested for reimbursement.

Programs this guidance pertains to are as follows:

- Energy Assistance (state and federal funding sources)
- Weatherization (all funding sources)
- Community Services Block Grant
- Individual Development Accounts
- ADAPT

Programs that do not have claims of this type include:

- IN211
- Neighborhood Assistance Program
- IDA tax credits

Please direct all questions regarding this guidance to Lauren Perry at laperry@ihcda.in.gov