

V. Nutrition Services and Administration

5.1.010 Monthly Administrative Cost Invoice

Authority 2008 7 CFR 246.13(j); 246.16(d); 246.25(a)

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POLICY: The local agency (LA) shall use the online WIC invoicing application to complete the Monthly Administrative Cost Invoice to request for reimbursement.

The LA shall submit a monthly reimbursement request for the prior month's expenses, with required documentation, by the 10th of the following month, except in June.

The state agency (SA) reserves the right to deny reimbursements on costs submitted more than 60 days after the due date.

The LA shall be reimbursed not greater than forty percent (40%) of their caseload-based assigned amount in the first quarter, sixty-five percent (65%) in the second quarter and ninety percent (90%) in the third quarter, with the remainder billed in the fourth quarter.

The LA shall use the funds for only the approved activities and materials as budgeted and approved. Changes among budgeted categories shall be requested online and approved prior to expending funds.

The LA shall define on each reimbursement request, the components of operational costs that are related to nutrition education and breastfeeding promotion and support. At a minimum, one sixth (1/6th) of the LA's annual operational reimbursement, excluding special grant(s), must be spent on nutrition education and breastfeeding promotion and support.

PROCEDURES:

- A. The monthly administrative cost invoice is used to document:
 1. Expenses for which the LA is requesting reimbursement.
 2. Allowable in-kind costs as authorized by the current fiscal year contract.
- B. The LA must submit the monthly administrative cost invoice to the SA via the online WIC Invoicing Application by the close of business on the 10th of each month except June.
 1. The LA will be notified in advance of the June submission date, which will be coordinated with the end of the state fiscal year.
 2. When the 10th of the month falls on a holiday or weekend, the invoice is due the last working day prior to the 10th.
 3. Invoices received after this date may not be paid until the next payment cycle.
- C. Upon receipt of the invoice, the state fiscal monitor will do the following:
 1. Review the invoice for accuracy and appropriate completion.

2. Review the invoice for incorrect billing.
 3. Request changes on the invoice from the LA.
 4. Adjust the invoice to comply with the contract.
 5. Reject the invoice or process the document for payment.
- D. The LA may amend a previously submitted invoice by adding or subtracting incorrect costs on next month's administrative cost invoice. Explain the change in the comment area.
- E. The LA cannot bill more than 100% of the original allocation in any line item without prior approval from the SA.
1. When LA wants to bill more than 100% of the original allocation in a line item, the LA must submit a budget adjustment request in the online WIC invoicing application and e-mail the request to their TA team.
 2. Funds allocated for breastfeeding grant or other special grant(s) cannot be reallocated to cover over-expenditures of other line item.
 3. The State WIC technical assistance team must approve the request prior to expending fund.
- F. For instructions to complete the Online WIC Invoicing Application, refer to the Online Invoicing Application User Manual.