COC Y Renewal Subrecipients

Office Hours

March 28, 2022

Welcome/Introductions: RTFH Staff

Purpose of Office Hours: RTFH wants to be as supportive as possible during these times and work collaboratively in serving youth; keep funding in our community; keeping us all in compliance with HUD; and of course, getting you reimbursed. Gaining a better understanding how RTFH can support the subrecipients and preventing future invoices from being returned.

- Upcoming meetings with subrecipients to go over their programs.

ALL Invoices have been returned as of 3/23/22 whether they have been reviewed or not.

1. All invoices for services rendered from November 1, 2021 through April 30, 2022 resubmission date by May 16, 2022 (the 15th is a Sunday).
    a) Several providers are not current on invoices.
    b) Please submit one invoice for each month of services rendered.
    c) Do not resubmit anything that has already been approved and paid

2. Review all returned invoices for accuracy and completeness before resubmitting.
    a) We would prefer that you ask us for a few extra days, rather than submit an invoice that you know is incomplete. This delays processing invoices and delays your reimbursement.
    b) If you do not have supporting documents like a lease or time and activity, please do not submit an invoice until you have these documents available to upload.
    c) We will not process an invoice without the required supporting documents.

3. We understand your need to be reimbursed. If you are confident that your invoice is complete and correct, you can resubmit it. However, if we find that there are errors, it will be returned and not accepted until after your individual meeting with RTFH (see below).

4. As some of you may know, Jess will be going out on leave for a few weeks in April and we have a new Grants and Contracts Manager starting in mid April.
    a) We have created a general email box for you to utilize moving forward.
    b) Please submit all questions to grants@rtfhsd.org.

Closing: Questions