



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF INTERGOVERNMENTAL SERVICES  
**VICTIM JUSTICE AND ASSISTANCE PROGRAM**

**WEBINAR: REIMBURSEMENT REQUEST PROCESSING PROCEDURES**  
**QUESTIONS AND ANSWERS**

QUESTION	ANSWER
1. Are we still required to send employee time sheets and checks with the invoice for reimbursement?	<p>Yes, you are still required to send employee time sheets and paychecks. In order to receive salary reimbursement, you must submit the following:</p> <ul style="list-style-type: none"> <li>o A record from the paying agency documenting the employee's gross and net salary along with deductions and the check number. (i.e.: remuneration statement, payroll register, etc.)</li> <li>o A completed VJA timesheet, signed and dated by the employee and the supervisor.</li> </ul>
2. If a volunteer works a 12 hour shift, and the shift runs over a two day period, can I claim 8 hours for one day and the remaining hours for the next day?	Yes, as long as the volunteer's time sheet and the Volunteer Match Summary do not indicate that the volunteer has worked more than 8 hours per day and the activities performed by the volunteer are direct victim services.
3. Are the new requirements going to be posted anywhere?	Yes, the presentation, as well as all questions and answers will be posted on the VJA website at the conclusion of the presentations, probably the first week in September.
4. There are a number of webinars scheduled this week and next week, will they contain different information?	No, this 1st in a series of webinars is entitled " What Subgrant Organizations Must Do To Comply with Federal and State Requirements: REIMBURSEMENT REQUEST PROCESSING PROCEDURES".
	The webinar will be repeated several times in order to allow all subgrantees the opportunity to attend.
5. The changes outlined in the webinar, will they become effective for the 2010-2011 subgrant year or do we have to start collecting receipts from per diem in the current subgrant year?	The requirement to submit receipts for per diem reimbursement is not new. You may not receive reimbursement for any per diem expenses without receipts.



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6. So, the receipts we used last year, a receipt signed by the volunteer that they received \$44 per day "per diem" is the receipt we need to fax in with our monthly report?	In order to be reimbursed for per diem, receipts must be provided. Reimbursement will be approved up to the maximum per diem rate for the area.
7. Where can we find per diem information?	Per diem information can be found at: <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a>
8. Is being on duty 24 hours the same as being on call?	No, on-duty applies specifically to the time spent providing direct victim services. On-call refers to an employee's or volunteer's availability. For purposes of match, volunteers can only be used when providing direct victim services, just as an employee on-call is not paid unless he/she actually provides services.
9. Where can I find the Volunteer Match Summary?	The Volunteer Match Summary and all VJA forms can be found at: <a href="http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/subgrantAdministrationGuide.aspx">http://www.dfa.arkansas.gov/offices/intergovernmentalServices/grants/Pages/subgrantAdministrationGuide.aspx</a>
10. What is Recovery?	Recovery refers to the American Recovery and Reinvestment Act of 2009. Under the Act, additional funds were received by VJA through both the STOP and VOCA programs. The purpose of the Recovery Act is to preserve and create jobs and promote economic recovery.
11. What is the difference between on call and on duty?	As stated in the answer to question number 8, on-duty applies specifically to the time spent providing direct victim services. On-call refers to an employee's or volunteer's availability. In most instances, time spent on-call is unpaid, while time on-duty is paid.



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12. Can I still turn in an Invoice even if its past the deadline of the 15 <sup>th</sup> ?	Yes, you may submit invoices at any time during the month. Invoices are due monthly, no later than the 15th of each month. VJA cannot insure timely payment of invoices submitted after the 15th of the month due to the manner in which money is drawn down from the federal agencies.
13. I read in the paper that Retirement is going up to 13.47% can I change my budget to reflect this and when is the deadline?	The maximum allowable retirement reimbursement is based on the Arkansas Public Employee's Retirement System (APERS) rate. Should the rate, currently at 12.46% change, you may adjust your budget accordingly, providing you do not exceed the allotted federal allocation. the deadline for budget revision is June 30th.
14. Can you explain how hourly rates will be reconciled for programs such as mine that work 1,950hrs/yr (37.5 hours weekly)?	The hourly rate is calculated by dividing the annual salary by the total hours worked per year. For instance, if the annual salary is 50,000.00 and the total hours worked per week is 37.5, you would multiply 37.5 hours per week times 52 weeks which equals 1,950, then divide 50,000 by 1,950 for an hourly rate of 25.64.
15. What if the hours of work are 35 but on call 24/7	Hourly rates are established as described above in question 14. An employee on-call is only paid when on-duty, therefore on-call hours are not reimbursable. Should an employee work more than 40 hours per week, he/she must be paid overtime, however overtime pay is not reimbursable with federal funds.
16. If a volunteer covers a long shift...weekend. How do we capture the correct number of hours?	The Volunteer's timesheet must reflect all hours worked, however no more than 8 hours per day may be used as match.



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17. I have a 2 year grant that started over a year ago, do these new rules apply?	Yes, the rules and regulations outlined in the webinars presented August 18th, 19th, 24th and 25th apply to all VJA subgrantees.
18. What if the supporting documentation is not available before the 15th of each month?	Reimbursement requests must be accompanied by appropriate supporting documentation. Should you wish to be reimbursed for an approved item, you must submit supporting documentation. If the documentation is unavailable before the 15th of the month, you may submit the item in a separate request or hold for your next submission.
19. Since health insurance premium reimbursement has increased from 320/mon to 390/mon, can we make changes in our 2010-2011 budgets?	Yes, you may make changes to the 2010-2011 budget to reflect the increased allowable reimbursement, however you may not exceed the federal allocation.
20. In calculating the hourly rate, how many numbers after the decimal point is allowable?	Two (2) is the allowable amount of numbers after the decimal point. For example: 12.65, not 12.6531.