

## **PROCESSING OF W9s, CONTRACTS, INVOICES & SUPPORTIVE SERVICES**

*This document compliments the Work Services Procedures Manual section 1013*

### **1. PROCESSING OJT CONTRACTS – case manager responsibilities**

- Is a Temporary Assistance recipient (TA Open) and has actively search for employment
- Is NOT an adult in an ANI household
- Is not in a penalty
- Is not currently disqualified from TA due to an intentional program violation
- Client has not exceeded 18 months in an OJT contract in their lifetime (any 1 contract can only be 6 months with the possibility of two 3 month extensions)

#### **The Employer**

- Is a private business or not-for-profit organization and have a Federal Employer Identification Number (FEIN) and a current Alaska business license (no copy needed)
- Position is new or vacant and does not displace current employees
- Position has been subsidized for less than 18 months or not at all
- Has an OJT Employer Application on file

#### **On Agreement/Contract**

- Client cannot begin work until contract is submitted to the WS Supervisor
- Take home pay is equal to or exceeds the client's maximum TA amount
- Is paying at least Alaska Minimum Wage
- Will work client 35-40 hours per week (part time OJT can be 20hrs for exempt villages, clients with a child under 6, or other special circumstances)
- OJT is a at least 12 weeks and not more than 26 weeks or 1040 hours (can extend to 1yr)
- If this is an extension, it does not exceed 3 months & total contract is 12 months or less
- The contract is complete with the PVN & Client ID clearly noted at top
- Review the contract with WS supervisor to resolve any errors and get approval to proceed
- Enter a CLNO, CANO, Alert
- Transmit the contract to DPA eligibility, the WS Supervisor and WS Admin Services

### **2. PROCESSING OJT INVOICES**

- Ensure invoices are processed for each contract each month & that they are complete
- Ensure pay stubs were not used in a previous month's billing
- Ensure overtime, holidays, leave (paid time off) are not included in reimbursements
- Verify client is getting the correct number of hours & wage to fulfill the contract
- Circle the pay period ending dates and gross wage
- Create JAS authorization for the invoice month using code OJ. For childcare employers, do not create a JAS authorization – write "manual pay" at top of invoice.
- Enter the statewide standardized CLNO.
- Transmit invoice, paystubs and JAS authorization to WS Supervisor and WS Admin Services at [hssdpawssupportservicespayments@alaska.gov](mailto:hssdpawssupportservicespayments@alaska.gov)

### **3. OJTs WITH CHILD CARE PROVIDERS – MANUAL PAYMENTS**

- Child Care providers that employ a client in an OJT cannot be issued a JAS payment. It must be processed as a Manual Payment. Indicate "manual payment" at top of invoice.

### **4. AMENDMENTS & EXTENSIONS TO CONTRACTS.**

- Discuss amendment (extension) with the WS supervisor
- Enter amendment CLNO
- Transmit amendment to the WS Supervisor and WS Admin Services

### **5. USE CLEAR EMAIL TITLES WHEN TRANSMITTING INFORMATION**

W9: W9 – Internal Medicine  
Agreement/Contract: OJT Contract – Internal Medicine – client name  
Invoice: mm/yy OJT Invoice – Internal Medicine – client name  
Supportive Service: Direct Pay - client name JAS Auth #0512345

### **6. PROCESSING W9s**

- If the CM does not believe the employer has been issued a State of Alaska warrant in the past year, have the employer complete a W9 and transmit it to WS Admin Services.

### **7. POLICY CLARIFICATIONS**

- The WS Supervisor will email WSTA when there are proposed contracts that are outside the scope of the policy manual. WSTA will email the approval or denial to the supervisor. Types of situations: this could be a part-time OJT in an urban area or an amendment to a contract that will result in less than the required 35 hours.

### **8. SUPPORTIVE SERVICES**

- WS Admin Services processes supportive service payments within 1 day of receipt unless there is a question regarding the purchase. Then, it is resolved with the CM, Supervisor and/or vendor as quickly as possible.
- CMs place an address sticker or stamp on authorizations instructing the vendor to send the invoice to WS Admin Services or to fax it to 1-855-465-1724.
- CMs email "direct pay" authorizations individually to the WS Support Services email box as soon as they are written and WS Admin Services will verify the payment immediately.
- If invoices are received in a local office for any reason, the supervisor is to immediately transmit them to WS Admin Services for payment.
- The CM files supportive service authorizations in the case management file.

### **9. REJECTED PAYMENTS**

- Rejected payments occur when a vendor is in JAS, but is not active in IRIS. They also occur if a CM authorizes a supportive service in a past fiscal year. WS Admin Services is notified about rejected payments. When there is a rejected payment, WS Admin Services will request the CM issue a new authorization or will obtain a W9 from the vendor, whichever is appropriate.