

HPRP Reimbursement Processing Procedure

HPRP reimbursements are submitted by 8 sub grantees for funds spent administering the HPRP program. Sub Grantees are required to submit for reimbursement quarterly but can choose to submit for the funds as often as weekly.

As part of the reimbursement process, each Sub Grantee is required to provide the following:

1. An Excel spreadsheet summarizing reimbursable expenses by activity and cost type.
2. A reimbursement form, detailing eligible costs under each category and signed by two of the signatories named in the HPRP Agreement.

The Excel spreadsheets will be sent to the HPRP Coordinator and the Pathways Technical Assistant (TA) by the Grants Consultant. The TA will then check the data against the information entered into the Pathways Compass system.

The reimbursement request will be approved for payment provided the following are met:

Financial

1. The financial data is correctly entered into the spreadsheet
2. Any mistakes are easily correctable and are not integral to the reimbursement request.
3. The Sub Grantee agrees to amend any outstanding errors before they submit another reimbursement request.
4. Reimbursement Request Form has been signed by two representatives that are authorized by Sub Grantees board.

HMIS

1. All data fields required by DCA are complete and updated in the system
2. The data entered into the Pathways system matches the data submitted in the reimbursement spreadsheet.
3. The correct services have been entered.
4. There is at least one Case Management service entry for each household.

The following are grounds for the rejection of the reimbursement request.

Financial

1. There are a number of errors that are not instantly amendable, or there are errors so serious that they require the attention of the Sub Grantee.
2. The data entered into the spreadsheet is incomplete.
3. The data entered contains requests for ineligible activities.

4. Reimbursement Request Form has not been signed by two representatives that are authorized by Sub Grantees board.

HMIS

1. The data entered into Pathways does not match the data recorded on the reimbursement spreadsheet.
2. There are incorrect service entries in Pathways.
3. There is no indication that the household has been case managed .
4. From the data entered, the household does not meet the eligibility criteria.

Reimbursement Return Procedure

The Grants Consultant and Pathways TA will recommend to the HPRP Coordinator whether or not a reimbursement request should be processed. They will include evidence detailing why they reached that decision. The HPRP Coordinator will prepare a letter detailing the issues.

On the first occasion the returned package will contain a comprehensive list of the issues that must be addressed by the sub grantee. It may not be resubmitted until all outstanding issues have been addressed. If the reimbursement request is returned with outstanding errors it may trigger a monitoring visit.

No further reimbursement requests may be submitted to the DCA until the outstanding issues on the first request have been resolved.

Reimbursement requests will be returned to the Chief Executive of the agency.

It will be responsibility of the sub grantee to correct all remaining issues.

Any questions regarding the reimbursement procedure should be addressed to the HPRP Coordinator at (404) 679-0571.