



WORKFORCE INVESTMENT ACT (WIA)
SECTION 167
FARMWORKER JOBS AND EDUCATION PROGRAM
FLORIDA DEPARTMENT OF EDUCATION



DATE: August 16, 2013	FJEP Policy Memo No. 13-05
TO: Farmworker Jobs and Education Program (FJEP) Project Participants	
SUBJECT: Electronic Monthly Disbursement Reporting for FJEP Participants Funded by WIA Section 167 National Farmworker Jobs Program (NFJP)	

REFERENCES: FDOE Green Book, Section C; FDOE PY 2013 RFP, NFJP, Attachment E
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Purpose: To clarify electronic monthly disbursement reporting requirements for FJEP participants and to describe the process for submitting these reports.

Background: Per cited references, the DOE 599, Project Disbursement Report, must be certified as being accurate by the fiscal authority for the funded agency and submitted monthly to the FJEP office in Tampa no later than the 20th of the month following the reporting month indicating the amount of funds expended (by budget category) for this project during the reporting month. Historically, the DOE 599 form has been generated and certified (with appropriate signatures) by the fiscal office of the funded agency and mailed to the Tampa FJEP office. This past program year, a pilot was conducted at multiple project locations to test the viability of using a standardized Excel-based Electronic (e) 599 form to streamline the entire monthly disbursement process. The idea was to:

- Generate auto-calculation capability, which produces less mathematical errors and to allow automatic quarterly compilation of project expenditures across the state.
- Save time and money when amending budgets, by having an e599 easily accessible to make the approved changes immediately.

The 'e599' pilot project was an unqualified success and has cleared the way to initiate electronic monthly disbursement reporting for all FJEP participants. This policy memo lays out the roles, responsibilities, and essential steps at both the local project and state office levels to implement the use of e599s for monthly disbursement reporting statewide.

Procedures: Master e599 Excel workbooks will be built for each FJEP project recipient by the FJEP state office immediately after the applicable program year Award Letter and approved project budgets are released by the FDOE Grants Management office. Once the e599 Excel workbooks have been built, they will be emailed to designated project fiscal personnel and the project coordinator. Local agencies will need to decide who at their agency will maintain the master e599 workbook and be responsible for its completion.

Each e599 workbook will contain an e599 form (worksheet) for each month in the program year, have a summary worksheet that will keep a cumulative running total of expenditures and also provide information regarding the percentage of the budget which has been expended as of that month. All e599s will be setup to have the approved budget categories and amounts (Col.4) pre-populated on the form. In addition, the Total Disbursed and Unobligated Balance columns (5 & 7) will be setup to be completed through auto-calculation formulas. In short, the only columns which local finance offices need to enter amounts into are the Obligations and Current Disbursement Reported columns (6 & 8) – see DOE 599 example at the following link: [DOE 599](#). The e599 form for each month will be setup to automatically calculate required row and column totals.

Not later than the 20th of the month following the last day of the reporting month, local projects will complete the e599 form as indicated above for the month being reported on and do the following:

- Save the updated e599 workbook to the local master file;
- Coordinate the updated e599 with the FJEP Project Coordinator, adjust the e599 if necessary, and resave it;
- Print out the completed e599 form for the appropriate month;
 - At this point, the e599 form becomes a DOE 599 form
- Obtain the appropriate certification signature on the DOE 599 Form;
- Scan the certified DOE 599 Form; and,
- Email it to the Tampa FJEP office.

Upon receipt of the scanned DOE 599 form, Tampa staff will transfer the monthly expenditure information to the FJEP State Office master e599 workbook for that project, and at the appropriate time use the project master e599 workbooks to update the DOL quarterly report worksheet.

Immediately after any formal or local budget amendment is approved (see FJEP Policy Memo 13-01, Rev 1), appropriate Tampa FJEP office staff will generate revised e599 master workbooks and update the project's DOE Form 101s, Budget Narrative Form, as needed. These updated budget documents will then be forwarded to the designated individuals at the project site. The revised e599 workbooks will reflect the current (amended) budget and will be ready for data input the following and future reporting months, until the budget is amended again. This process is repeated following each approved budget amendment. Upon receipt of a new e599 workbook, old e599 workbooks should be deleted.

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