

Major updates to JWB Financial Policies and Procedures effective upon transition to Amplifund:

Old Policy	Updated Policy
Financial Data Submission (p.1):	
Financial Data Submission: Program users must complete and submit the required GEMS User ID Request Form directly to their Senior Program Consultant to gain appropriate access to the system.	Provider is solely responsible for providing proper access to their staff and updating their access, as needed, based on changes to their roles.
Budget Development, #5 (p.2):	
If job duties or titles have changed, the original position should be end dated and a new position created. (2)	If job duties have changed, the Provider must submit a Position Change form within the grants management system to alert JWB of all changes
Unallowable Salary Expenses, #3 (p.5):	
Bonuses or Incentives	Bonuses, incentives or stipends
Allowable Operating Expenses, #1:	
N/A	Administrative Costs may be submitted for each reimbursement as a percentage of the period's total expenses, based on the approved budget rate.
Allowable Transportation Costs:	
N/A	When an external transportation agency is used, the program must ensure that a subcontract is on file and that their insurance limits are in compliance with the JWB agreement (p.7)
Unallowable Field Trip and Activity Costs:	
N/A	e. Admission fees or any other associated field trip costs for parents
Payment Method, #1:	
JWB will contract through a per diem, unit cost or cost reimbursement. (p.8)	JWB will contract through cost reimbursement only. (p.9)
Payment Method, Reimbursements, #3:	
Services or goods must be performed or received in the fiscal quarter for which reimbursement is being sought.	Requests that include expenses from a previously reimbursed period or quarter may be disallowed
Payment Method, Reimbursements, #4:	
N/A	Reimbursement in JWB Grants Management System shall be supported with the appropriate Accounts Payable, General Ledger, and/or Payroll reports produced from the Provider's Accounting System and must match the requested amounts for each subcategory or line item. All reports shall be submitted in EXCEL or equivalent format.

Unit of Cost Reimbursement Requests:	
(p.9)	Section deleted; no longer contracting on a cost per unit basis
Late Reimbursement Requests:	
...providers shall elect to submit a request for payment at a minimum either every other week or once a month. (p.9)	...providers shall elect to submit a request for payment at a minimum of once a month. (p.10)
Budget Amendments:	
Funded providers may move funds within a category of spending without JWB approval for all line items except Salaries, Capital, and Units of Cost. For example, funds may be moved from Participant Transportation to Participant Food and Nutrition because these subcategories are under the main category of "Participant Expense". (p.10)	Deleted; all changes to be submitted through amendment process within grants management system.
Financial Audit Review Process:	
To ensure action has been taken, findings that are severe or persistent may result in the termination of program funding. (p.10)	Findings that are severe or persistent may result in a formal Performance Improvement Plan (PIP) or Corrective Action Plan (CAP) with a set timeline for expected remediation of each issue. Actions not completed and findings that persist may result in the termination of program funding. (p.11)