

STATE REFUGEE OFFICE

Cost Reimbursement DSS-1571 Administrative Costs Report Checklist

The checklist below is intended to provide general guidance and should not be submitted each month. Refer to the individual contract for specific terms and agreements.

Expenses and Supporting Documentation

- Do the expenses and services reflect the terms of the contract?
- Does the DSS-1571 invoice include expenses that occurred during the contract year, only?
- Expenses are to be reported during the month incurred. Are any expenses included for a month other than the month of the DSS-1571 explained?
- If salary and fringe benefits expenses are included, have these staff members been approved by the SRO?
- Are the salary and fringe benefits expenses for each position reflective of the terms in the contract?
- Are expenses related to staff development, if allowed in the contract, being submitted after the event? (Prepayment is not permitted.)
- Is the destination, mileage, and purpose for travel clearly identified?
- Have taxes and gratuity been excluded from the expenses being submitted?
- Are copies of receipts for all expenses (except rent) included? (Please organize in a manner that is easy to follow). (This is required for the first month of the contract and final invoice).

Service Reports

- Have you included a Monthly Service Delivery Summary Report and Schedule C: Service Report: Employment Services (if applicable) for the current month?
- Have you included a cumulative Schedule C: Service Report: Employability Services (either July XX – current month or October XX – current month depending on start date of your contract)?

Completion of the DSS-1571 (Administrative Costs Report) form and Submittal

- Has the Authorized Provider signed and dated the DSS-1571?
- Is the name and telephone number of the person responsible for completing the report included?

- For contracts with multiple funding sources (such as Support Services and Youth Mentoring), have you prepared a separate DSS-1571 form for each funding and supplemental source?
- Have you added the number of clients, job placements (if applicable), and cost per participant on the actual DSS-1571, or alternatively, in the email to the Consultant?
- Has all client identifiable information been redacted? If not, send documents using an encrypted email.
- Are you submitting the DSS-1571 on or before the 10th of the month? If not, please notify our office prior to the 10th. The notification should be on the Contractor's letterhead and be prepared by the finance manager (or a similar role). Service reports should still be submitted on or by the 10th of each month.

Email Submission

- Are you sending the DSS-1571, reports, and expense back up documentation (if applicable) to the consultant assigned to the contract, and copying the Coordinator and Program Assistant on the email? The email Subject line should reflect the following format: *Agency Funding Source (RSS, YM), Contract # DSS-1571 Month Year*

Example: Agency RSS #12345 DSS-1571 July 2022

Provide a brief explanation in an email if you have answered "No" to any of the questions, above, or contact our office to discuss them prior to submitting the DSS-1571.

Final Reminders

Do not send the invoice or supporting documentation via U.S. Mail.

We appreciate your cooperation!