
UC-FSNEP State Office Team (SOT) Review Instructions Packet - **DRAFT**

Contents

Executive Summary

1. Background for the SOT Review
2. Overview of the SOT Review Process
3. Fiscal SOT Review Instructions and Requested Expenditure Documentation for SOT Review
4. Additional Materials Instructions
5. Final Instructions

Executive Summary

This packet is intended to assist counties in maintaining appropriate compliance standards to meet USDA documentation and reporting criteria. The primary purpose of the state office review is to assure compliance with USDA requirements.

The intent of the review is to help counties and not to serve as an audit or to be punitive with the findings. Information and findings will be used to develop tools and technical assistance to allow for administrative improvements.

These materials are in draft form and we would like your feedback to help improve and clarify the process and procedures. Please take time to review the materials and below are key points to cover.

- The County Advisor or County Representative is responsible for thoroughly reading and clearly understanding the contents of this Instructions Packet.
- The County Advisor or County Representative **is also responsible for forwarding a copy of all or part of this packet to other staff in the organization that need to be directly involved with the SOT Review process**, particularly those staff providing fiscal support services.
- At a minimum, the following items being requested are required to be provided by the County Advisor or County Representative in order to assist the State Office Team (SOT) to conduct a thorough and time-efficient review.
 - Provide copies of all **documentation** that back up all expenditures for all line items reported for State Share and all line items reported for Federal Share for the period being reviewed. Documentation should be organized into separate binders or folders and organized by budgeted line items, i.e. Payroll and Benefits.
 - Copy of ledgers (transaction listing from DaFIS DS), PPS report #7 (if you do not have access to PPS DS, contact your State Office analyst) and State Share reports (Teacher transmittal cover form, cost share report from the system, etc.)
 - Provision of **additional materials** (see item #4 on Page 6).
- The County Advisor or County Representative should also be prepared to provide a 5-10 minute overview of the key program activities of the project. Ideally we would like to coordinate a visit or viewing of a program or activity being

delivered. The state office will contact you to work this into the review schedule if possible

State Office Team (SOT) Review Instructions Packet

1. Background for the State Office Team (SOT)

The UC-FSNEP State Office Team (SOT) was established in 2009 as a result of internal and external audit findings and as a condition for continuance of the UC-FSNEP program.

The primary purpose of the SOT is to ensure that UC-FSNEP complies with USDA requirements and guidelines. The SOT's primary focus is to conduct reviews of the County's fiscal and administrative documentation and procedures.

While the focus of this review is fiscal, we would like to have an overview or participate in a site visit on one of your county's key UC-FSNEP program activities.

The Review is not an official audit, but rather is intended to be an administrative review and an opportunity to provide your county with feedback and recommendations on how to improve your program administrative procedures.

The review is also an opportunity to share with the SOT best practices and ideas on how to improve the quality and service of UC-FSNEP programming. Your input and recommendations will be discussed during the review and modifications to this document will be incorporated as needed. The SOT is looking forward to meeting you and your county staff.

2. Overview of the SOT Review Process

In most cases, two members of the SOT will be conducting the Review for your county.

The focus of the review is fiscal and therefore the SOT will review all Federal and State Share back up documentation for the period being reviewed.

After your Review, the SOT will discuss the preliminary outcome of the Review, followed by a Review Report which you will receive in approximately 3-4 weeks following the review. If there are no findings, this is the end of your review. However, if there are high risk/lower risk findings, a Corrective Action Plan (CAP) will accompany your Review Report (See Exhibit A for a CAP sample form).

- **What is a High Risk Finding:** A high risk finding is a documentation deficiency or an unallowable cost claim which would result in a denial of reimbursement by the Department of Social Services (CDSS) or USDA.
- **What is a Lower Risk Finding:** A lower risk finding is a minor documentation deficiency, isolated compliance issues, or unallowable cost claims of marginal materiality. However, multiple lower risk findings indicate corrective action is required and collectively are a high risk finding.

A conference call may be requested by any party involved in the review after the Review Report and Corrective Action Plan (CAP) template, if applicable, are distributed to the county. This conference call may take place 5-6 weeks after the SOT review date. The purpose of the conference call is to go over the Review Report and clarify any questions on the CAP template. The conference call may be arranged by contacting your team leader assigned to your review

Once your CAP report, if applicable, has been approved, a timeline will be developed to submit Completion/Progress Reports to the State Office.

Your SOT will contact you periodically during your new timeline to check status of your CAP and provide any technical assistance you may need to ensure successful implementation and completion of your CAP.

3. SOT Review Instructions – Fiscal Component

In preparation for the SOT Review, please review the instructions and if you have any questions contact your assigned analyst at the State Office.

- We ask that you organize the documentation using a three-ring binder(s) with separating tabs to organize all individual budget line item categories with supporting documentation included in each category section for both State and Federal Share for the review period requested. Organizing the documents (such as invoices and receipts) in a logical, date ordered or DaFIS document number order will greatly assist the SOT's review efficiency. Note: Please keep State and Federal Share documentation separate.

All counties are required to substantiate all expenses claimed on State Share documentation reports and Federal Share, as well as maintain accurate, detailed financial records documenting all direct expenses incurred. The SOT will be reviewing source documents (see notification letter for period to be reviewed). The County is required to provide supporting documentation for all expense line items to include: departmental purchase orders, vendor invoices, bills, receipts, time records, mileage logs, etc.

Requested Expenditure Documentation for SOT Review

□ Salary & Benefit:

- Provide a copy of the PPS report #7 for all Federal staff.
- Provide a copy of the position description for each Federal staff.
- Provide Cost Share calculations worksheets

- **Staff dedicating 100% of their FTE position to the UC-FSNEP Program—** Semi-Annual Certifications – refer to Exhibit B) on county letterhead, signed and dated by the employee and supervisor for the time period being reviewed. Verify that current approved job descriptions are signed by the employee and supervisor and are on file for all State and Federal Share staff on budget. These documents should be part of the review packet.

- **Staff dedicating less than 100% of their FTE position to UC-FSNEP—** Time records for all State and Federal Share staff on the budget, signed and dated by employee and supervisor. Please include a copy of the Staff Time Record Transmittal to UC-FSNEP Office (refer to Exhibit C).

- **Teachers**
Time records signed and dated by the teacher **and** supervisor, if not certified via the Confidential Teacher Transmittal Sheet (bulk Certification), signed and dated by supervisor and Teacher/Third Party Time Records Transmittal (refer to Exhibit D). Refer to Exhibit E for sample of Confidential Teacher Activity Report tool and Exhibit F for sample of Confidential Teacher Transmittal Sheet. If your county is using a modified time record form, please provide copy of prior written approval for use of modified form.

Teacher Enrollment Forms should be available for review.

Refer to attached UC-FSNEP Time Record Guide – County Desk Review Checklist (Exhibit H)

□ Supplies and Expenses:

- All State and Federal Share documentation must include vendor invoices, bills, and receipts for all operating expenses reported for State and Federal Share claimed for period being reviewed. Include a copy of your rental/lease agreement if space or rent is charged and provide a formula if the rent expense is prorated among different programs.

- If an expense is prorated, please provide documentation and methodology on how costs are prorated. Provide a printed copy of the Cost Share listing of entries into the Online Time Records/Cost Sharing system. To obtain this listing from the online system, click on “Cost Share History”, select the month and then print the report. Refer to Exhibit G for a sample cost share report and a sample of how invoices should show the amount claimed as share.
- Non-Payroll Expenses cost share:

Please include the following information on all your non-payroll expense receipts/back up documentation:

- **County shared expenses:**
 - a. Please write on the back up documentation “**3rd Party Cost Share**”
 - b. If claiming only partial expense, write the amount to be cost shared.
 - c. Be prepared to briefly explain how partial expense was calculated.
- **Cost shared expenses using a DaFIS account:**
 - Please write on the back up documentation:
 - DaFIS account number where expense was charged
 - DaFIS document # (this information in on your DaFIS ledger report)

If claiming only partial expense, write the amount claimed as share on the invoice. Be prepared to briefly explain how partial expense was calculated.

All curriculum related materials must be charged to the Curriculum Sub-Account:
CURRI

Equipment Expenses:

- All State and Federal Share complete documentation must include invoices, bills, or receipts for all equipment expenses incurred for State and Federal Share documentation reported and invoiced for period being reviewed.
- All equipment purchases must be charged to the Equipment **NCEQP** subaccount.

- Refer to the attached Equipment Policy and Procedures (Exhibit I), also posted on the FSNEP web site: <http://fsnep.ucdavis.edu> .
- All equipment (based on USDA definition: theft sensitive items of \$200 or more) must be tracked on an inventory worksheet (i.e. Excel spreadsheet).
- FYI, the Regional Offices have been asked to provide to the State Office on a monthly basis (by the 15th of the month) copies of all equipment invoices. These invoices are part of the invoice packet that is sent to CDSS.

□ **Travel :**

- All State and Federal Share documentation must be provided. Please print complete documentation from MyTravel for the period being reviewed. If only partial cost of the travel reimbursement is being claimed, the amount claimed for FSNEP share needs to be clearly indicated on the cover page of the travel form.
- Additionally, include copies of agendas for any conferences and/or trainings attended.

For additional information on administration and fiscal requirements, please refer to the UC-FSNEP web page, under Administration, <http://fsnep.ucdavis.edu>.

4. Additional Materials Needed for the SOT Review

The SOT Review team would like examine a copy of the following:

1. Year-to-Date Ledgers (transaction listing report);
2. Organizational Chart - UC-FSNEP Program;
3. Current Approved State and Federal Share Budget and Budget Justification.

Please note that the following documents should be kept current and maintained on file at the county site at all times:

1. USDA Food Stamp Nutrition Education (FSNE) Annual Guidance;
3. UC-FSNEP Policy and Procedures communications;
4. Project Synopsis;
5. MOUs;
6. Current Exclusivity Waiver Amendment (Targeting Plans).

The above documents are subject to SOT review and verification.

5. Final Instructions:

- Please follow the above instructions carefully and completely. Contact your state office analyst with any questions.
- Use a three-ring binder(s) with separating tabs to organize all State Share documentation and Federal Share documentation. If the materials do not fit in one binder, please separate the State Share from the Federal Share in another binder(s).
- Within each binder, use separating tabs for each invoice line items and separating tabs for any major document types within the lines items. Please copy documents 1-sided only.
- Organize supporting documents (such as invoices and receipts) in a logical, date ordered or DaFIS document number order. This will greatly assist the SOT's review efficiency.

List of Exhibits

- | | |
|---|-----------|
| 1. Corrective Action Plan Template (CAP) | Exhibit A |
| 2. Semi-Annual Certificate | Exhibit B |
| 3. Staff Time Record Transmittal to UC-FSNEP office | Exhibit C |
| 4. Teacher/Third Party Time Record Transmittal | Exhibit D |
| 5. Confidential Teacher Activity Reporting Tool | Exhibit E |
| 6. Confidential Teacher Transmittal Sheet | Exhibit F |
| 7. Cost Share Entry Listing with Samples | Exhibit G |
| 8. UC-FSNEP Time Record Guide | Exhibit H |
| 9. UC-FSNEP Equipment Policy | Exhibit I |

UC-FSNEP
State Office Team (SOT) Review
Corrective Action Plan (CAP)
CAP Date: XX/XX/XX

County Desk Review Date:
Period Reviewed:
Review Report Date:
CAP Submission Due:
SOT Contact:
County Contact:

1. County SOT Review High Risk Finding:

Insert Finding

County's Proposed Corrective Action/Change:

County's Indicator of Progress:

County's Responsible Staff:

County's Completion Target Date:

Completion/Progress Report

Report completed by:

Date:

2. County SOT Review High Risk Finding:

Insert Finding

County's Proposed Corrective Action/Change:

County's Indicator of Progress:

County's Responsible Staff:

County's Completion Target Date:

Completion/Progress Report

Report completed by:

Date:

3. County SOT Review Lower Risk Finding:

Insert Finding

Contractor's Proposed Corrective Action/Change:

Contractor's Indicator of Progress:

Contractor's Responsible Staff:

Contractor's Completion Target Date:

Completion/Progress Report

Report completed by:

Date:

Please print on County Cooperative Extension letterhead.

SEMI-ANNUAL CERTIFICATE

I, Enter Employee Name, hereby certify that 100 percent of my activities were spent on allowable UC-FSNEP activities as detailed in the FFY 2008 USDA Annual Plan.

Job Title: [Click here to enter text.](#)

Period # 1: October – March FFY 08

Period # 1: Employee Signature: _____ Date: _____

Period # 1: Supervisor Signature: _____ Date: _____

Period # 2: [Click](#) April – September FFY 08

Period # 2: Employee Signature: _____ Date: _____

Period # 2: Supervisor Signature: _____ Date: _____

4/29/09

Exhibits C thru H are attached.

Exhibit I – pasted below (next page)

Technological purchase procedures**New technological and equipment inventorying requirements**

Beginning in October 2007 all FSNEP participating counties will be responsible for budgeted and approved County technological asset and general equipment purchases. Tracking and inventorying of all purchases will be handled through the DAFIS CAMS system. It is critical that all technological and physical equipment purchases use the theft sensitive commodity codes when initiating a purchase order / processing vendor invoices to enable accurate inventorying. (see <http://manuals.ucdavis.edu/ppm/350/350-50.htm>)

Although the counties/regions will manage procurement, invoicing and inventorying of theft sensitive equipment items; the State Office will be part of the approval process for document routing to ensure budget appropriateness. State Office approval will be required on Purchase Orders, corresponding vendor invoices and final entry into CAMs. The State Office will supply the username that each region should route their documents to for approval.

Accurate inventorying of all FSNEP purchases assets is a federal requirement precipitated by current audit findings; to meet this requirement all purchases will need to be entered into the CAMS system by the Regional Financial Contact and a physical audit of the inventory servicing the FSNEP program will be conducted once every two years.

FSNEP Definitions and Examples**Technological equipment:**

Computers, laptops, monitors, keyboards, digital cameras, scanners, printers and LCD projectors are considered Theft sensitive technological equipment. Any tangible item purchased that is technological in nature. This does NOT include costs for Software, printing supplies (printer toner, etc) computer maintenance and support. Do not include items under \$200; (USB sticks etc). Costs cannot exceed \$5,000 without prior approval from FNS.

Physical equipment:

Equipment intended to support FSNEP Nutrition Education program delivery. Allowable costs for physical equipment cover kitchen appliances (with justification of reasonable and necessary needs), kitchen supplies required for food storage (shelving, stacking crates over \$200 each etc).

Synopsis of change:

Theft sensitive object codes must be used in establishing Purchase Order requests for all non capitalized equipment.

State Office will be included in county equipment procurement/invoice payment/ CAMs entries via adhoc routing.

2007-2008 adhoc to “VMBUCKNE”

Copies of AP vendor invoice documents should be sent to:

FSNEP STATE OFFICE: EQUIPMENT DOCUMENTATION

University of California
Department of Nutrition
One Shields Avenue
1105 Meyer Hall
Davis, CA 95616-8669

State Office will provide assistance in identifying existing FSNEP county equipment for retirement or purging based on loss. Annual Final Reports will include “current theft sensitive inventory” segment for reporting. This annual reporting will NOT take the place of manual audit every two years per university policy.

FSNEP Theft Sensitive DPO/VENDOR INVOICE processing: CAM’S Inventorying

Select the **Departmental Purchase Order** document from the Purchasing group on the Document Selection screen.

1. **Header information:** *Complete all of the required fields in the top section of the DPO. You are required to enter an Agreement # OR Order Type: (OV) Open Vendor or (U3) Published Materials. Enter the Pricing Reference, FOB terms, Carrier information, Payment Terms (these will all default if an agreement is used), Delivery instructions, and Explanation. The other fields in the Header section are optional.*
2. **Vendor information:** *Enter a valid Vendor Number (will default if an agreement is used). If you are not sure of the vendor number, double-click on the field to access the Vendor Lookup screen.*
3. **Organization information:** *Verify the information at the bottom of the document, and change if necessary. Make sure the appropriate zip code is entered in the Shipping Address section. Make sure your addresses are entered in the appropriate format.*
4. **Accounting information:** *There are two ways to enter accounting information:*
 - a. **If using only one account, you may want to use the Default Accounting Distribution screen, which can be done by clicking on the Default button. Please use this option and enter the County Federal Account the equipment will be charged to.**
 - b. *When using more than one account, you may want to enter the accounting information for each individual line item, which can be done by accessing the Item Information screen. If using both methods, please note that information added via the Default Accounting Distribution screen will not affect accounting lines entered prior to setting the default(s).*
5. **Item information:** **Click on the Items button to go to the Item Information screen. Enter the Commodity Code for the item being purchased. Use the appropriate Commodity code based on item being purchased from below:**

FSNEP APPLICABLE	Theft Sensitive Commodity code	Supply Commodity Code
Camcorders	48190	4819x
Cameras (digital)	73223	7322x
Computer (PC; Desktop/tower, Copier	73241	7324x
DVD	70780	7078x
External Drive	74510	7451x
Fax Machines	70752	7075x
Laser jet printers	74013	7401x
Monitor	70742	7074x
Power Supplies	73455	7345x
Scanners	70768	7076x
Video Projectors (LCD) portable	70750	7075x
VCRs	73410	7341x
	74500	7450x

- a. *If you do not know the commodity code, double-click on the field for a search. Complete the item line by entering the Quantity, Unit of Measure (UOM), Description (be specific, include manufacturer and model #), and Unit Price. If you did not enter default accounting information, then click the More (pink arrow) button at the end of each item line to access the Accounting Distribution screen.*
6. *Click OK on the Item Information screen to return to the main screen.*
7. *Review the Tips & Tricks section for additional considerations.*
8. *Click OK on the main screen to approve and route the document. [ADHOC ROUTE the Purchase Order to “VMBUCKNE” for approval along with the standard regional approval hierarchy.](#)*

Vendor Invoicing to Address FSNEP Theft Sensitive Equipment items:

Before processing a Vendor Invoice in DaFIS, be sure that the invoice received from the vendor is correct. Any discrepancies should be addressed to the vendor before the VI is processed in DaFIS. The VI should not be paid until all invoiced items have been tested and have been verified to be working properly.

1. In DaFIS Transaction Processing, select the AP Vendor Invoice document from the Accounts Payable documents group.
2. **Enter the number of the Purchase Order that the VI is being paid against and tab out of the field. [Review the purchase order; ensure the correct theft sensitive commodities codes have been used.](#)**
3. *Click on the Pay In Full indicator to select Yes or No.*
4. *Enter the Invoice Number indicated on the invoice from the vendor.*
5. *If the vendor is from out-of-state and did not charge taxes, choose the appropriate option under the What type of tax did the vendor bill on this invoice? field.*

6. *Verify the vendor address indicated matches the payment address indicated on the invoice from the vendor. If necessary change the Remit-To address by clearing the field and double-clicking to do a search on all addresses for the vendor.*
7. *Enter appropriate dates in the Vendor Invoice Date, Invoice Received Date, and Goods Received Date fields.*
8. *Verify that the Invoice Terms match what is indicated on the invoice from the vendor. If they do not, the field should be cleared, double-click to search for the appropriate code.*
9. *The Pmt Date (Payment Date) field should be overridden as necessary in order to receive any applicable discounts from the vendor.*
10. *Verify that the F.O.B. code matches the shipping terms on the invoice. Clear the field and double-click to do a search if necessary.*
11. *Click on the Items button to access the Item Information screen.*
12. *Click the Pay Item indicator to change it to Yes for any of the items that were billed on the invoice.*
13. *Verify that the price on the DaFIS document matches that on the invoice issued by the vendor. Make changes to the Invoice Qty, Unit Price (if applicable), and Tax Amount fields. Click on Tips and Tricks of the left side of this page for more information on adjusting item quantities and prices. The total amount reflected on this screen MUST be the same as the total amount on the printed vendor invoice in order to be approved by Accounts Payable.*

Note: When an RPL has been processed after any number of VI documents have been previously processed, the system creates a percentage split based on amount paid to date and amount remaining to be paid. This becomes the percentage split that occurs on the Accounting Distribution screen. To verify that the correct account is being paid against:

- a. *Click on the More button to access the Accounting Distribution screen.*
 - b. *Put your cursor on the accounting line that should no longer be used and click on the Delete Line button. This will ensure that the VI is paid against the correct account.*
14. *Click OK to return to the main screen of the document.*
 15. *Before clicking OK to approve and route the document, be sure that there aren't pending documents that may cause lien problems.*
 16. *Click OK to approve and route the document. **[ADHOC ROUTE the document to YMBUCKNE in the State Office for approval.](#)***
 17. *After approval of the document by your account manager, **[make a copy of all required documents for AP approval and forward to the State Office. Address to "STATE OFFICE/EQUIPMENT DOCUMENTATION"](#)**. Forward the original invoice along with the required packing slip/additional documentation to Accounts Payable. Keep a backup copy for your records.*

CAMS'S INVENTORYING PROCESS: FSNEP THEFT SENSITIVE EQUIPMENT

In CAM's Regional CAM's managers will use the 'add asset' screen to generate an asset number and a decal. The decal will be sent to the custodial department for placement on the theft sensitive item. The Regional CAM's manager will confirm/update the CAM's system with decal's identifying information (ie serial number and received date) via CASM screen (Captial Asset MAINTENANCE screen)

- 1. Open the 'ADD ASSET' screen of CAMS**
- 2. Using the vendor invoice paperwork related to item being added: ENTER THE PO NUMBER.**

This will transfer the theft sensitive object codes forward from the original PO.
- 3. Update all ASSET information:**
 - a. Custodial Code relating to Region/County
 - b. Fln Owner COA/ACCT: Federal FSNEP Account equipment is purchased for.
 - c. Building: County location of equipment
- 4. Update all ASSET DETAILS:**
 - a. If "COMMODITY CODE/LIFETIME" does not default; ENTER theft sensitive code used to generate PO.
 - b. Update all fields within Asset details: replace defaulted information relating to description/manufacture with detailed information off invoice. Enter all BLUE to indicate FSNEP theft sensitive items
 - i. AQC SOURCE = **FSNEP**
 - ii. Serial number = enter provided
 - iii. Model number = enter provided
 - iv. ORG INV NAME/PI = **FSNEP: [county name]**
 - v. Non -University = **"YES"** All theft sensitive equipment is owned by the FNSEP Program, not the university.
- 5. Update ORGANIZATION tab:** include "off campus" county address corresponding with theft sensitive equipment purchase.
- 6. Route CAMs Document following standard Regional approval process: Include State Office for ADHOC approval. "VMBUCKNE"**

UPDATING ASSET INFORMATION: THEFT SENSITIVE FSNEP EQUIPMENT

Use the CAPTIAL ASSET MAINTENANCE screen to confirm/update information related to theft sensitive items.

MOST CRITICAL:

1. Correct COA / Acct: (Federal FSNEP County Account)
2. Confirmation of 'Org Inv Nm/ PI' – should read **FSNEP : [COUNTY NAME]**

3. Confirmation of item serial number and description and asset value.

The FSNEP STATEWIDE OFFICE WILL ASSIST IN ASSET RETIREMENT MAINTENANCE as a function of inventory audit requirements.

1. County Programs will be required to provide End of Year equipment inventories as a function of their FSNEP final report.
2. The State Office will, either yearly or at the two year mark, export all inventory items relating to the FSNE Program from CAM's and provide Regional Contacts the inventory asset numbers to facilitate retirement/change of status.
3. This annual "end of year" inventory via final report will not take the place of manual inventory once each two years per university policy.