

## **FFY 2015 RAE Closeout Frequently Asked Questions**

Q: Would you accept an electronic version on November 13 and hard copy by November 16?

A: Both the electronic version and the hard copy of the RAE must be submitted by COB November 13<sup>th</sup>, 2015. The hard copy must be in the WIC office by COB Friday, November 13<sup>th</sup>, 2015.

Q: Our Agency Director has been changed. Do we need to complete the designee letter for the new Agency Director?

A: The designee letter is required if a designated alternate is needed to sign in place of the Agency Director.

Q: If we made purchases with a credit card at end of August and September but have not yet paid the credit card bill does this count as an unliquidated obligation?

A: Unliquidated obligations are the financial commitments incurred by the WIC local agency that have not been paid prior to the submission of the RAE. This includes any items over \$2,500 that have an approved procurement.

Q: Where do you get the amounts for the Non-NSA Grant sections on the Expenditure Worksheet?

A: These amounts come from the Breastfeeding Peer Counseling and the Farmer's Market amounts on the Final Invoice.

Q: On the timesheet summary, are the four NSA cost objectives separated out?

A: Yes, the four NSA cost objectives are separated out. The four NSA cost objective categories are: Nutrition Education, Breastfeeding Promotion & Support, Client Services and General Administration.

Q: Should we include time spent on RBL tasks under Breastfeeding Support?

A: Yes.

Q: Where can we find the timesheet template?

A: The template will be e-mailed and posted on the website in the next two weeks.

Q: If we send in the Final Invoice and it is approved, are we required to re-submit the Final Invoice along with the RAE packet?

A: No. Once the Final Invoice is approved, you do not need to re-submit with the RAE packet.

Q: Do we use the average of 4 time study summaries used on the quarterly claims?

A: During the budget period, a WIC local agency shall conduct an all staff time study for a minimum of one (1) week a month or one (1) month per quarter. The WIC local agency should conduct the time study when staffing and duties are closest to normal.

Q: Are (1) Salary and Wages and (2) Fringe Benefits one line or separate?

A: (1) Salary and Wages and (2) Fringe Benefit are two separate lines. You may not go over the allocated amount for either line item.

Q: I just want to confirm that I have to send the final invoice to George to obtain an approval first, right?

A: The final invoice will be reviewed and approved by your Contract Manager then subsequently reviewed and approved by George, the Fiscal Lead, and accounting, just like any other invoice. Once you receive confirmation of final invoice approval you may then began completing your RAE packet.