**PY 2021 IHCDA ESG-CV Claim Requirements**

**(Applies to all CV programs: ESES-CV, ESHP-CV, ESRR-CV, ESSO-CV)**

**Acronyms: ESES-CV, ESHP-CV, ESRR-CV, ESSO-CV**

**Program Tenure: July 1st – June 30th**

(all claims & final close outs must be completed by August 15th)

**ES-CV Community Services Contact: Amanda Fronek**

**ES-CV Claims Reviewer: Meghan Mau**

Updated 05.16.2022 by Meghan Mau

**Required Claim Contents:**

1. Claim Receipt – Created at time of submission
2. ESG-CV Financial Narrative Excel Spreadsheets for each budget category being claimed

* Each Financial Narrative must be completed in its entirety
* The claim amount on the Financial Narrative for each budget category must match identically to the claim amount on the Claims Receipt for each budget category
* Each charge listed must be titled as the original vendor name
* Actual incurred or payment date is required and must match the date shown on the invoice/check stub (the only exception is if a credit card was used to pay for the charge and you are claiming the day the credit card payment was made, then the credit card paid date should be used.)

**\*\*Please Note: Any charges or internal adjustments NOT currently being claimed should be eliminated.**

1. Supporting Documentation

* Copies of vendor invoices/receipts for each charge
* Mileage reports for each mileage reimbursement charge
* Payroll - Detailed ledger, journal entry descriptions, pay stubs, or time sheets containing the names, wages and dates for any wages being claimed.

**Eligibility by Date of Incurred/Payment Date:**

All claims and backup documentation shall be submitted to IHCDA for reimbursement of costs paid or incurred (accrued/obligated). The claims must be submitted within month order. **Any exception to this will need prior approval from Amanda Fronek via email documentation uploaded to the claim.**

1. The claims and the charges within a claim shall be submitted to IHCDA within **sixty (60) calendar days** after the last day of the month in which the expenses are paid or incurred. *Example: The last day a charge paid or incurred in March will be accepted is 60 days after March 31st. Therefore, the claim submitted for the month of May is the last opportunity to claim that charge paid or incurred in March.* 
   * Any charges outside of that timeframe are not eligible and the claim would need to be denied for correction of the Financial Narrative and Claims Receipt.

**Please be mindful of the following to prevent confusion and any delay of reimbursement:**

1. Only provide charges in the Financial Narratives that you are currently claiming
2. Only supply the required supporting documentation
3. All Financial Narratives must be completed with all requested information
4. All titles for charges listed on the Financial Narrative must the original vendor name. If using the credit card paid date, the credit card invoice needs uploaded showing the charge and the date the credit card was claimed but the original vendor should still be used. *For example if you paid a Walmart transaction using your Chase credit card, Chase credit card invoice with paid date needs uploaded and that date used on the narrative however Walmart should be listed as the original vendor on the narrative.*
5. The claim amount on the Financial Narrative for each budget category must match identically to the claim amount on the Claims Receipt for each budget category
6. Submit all claims before the deadline

**Financial Narrative Requirements:**

1. Each charge must be listed on the Financial Narratives by the **original** vendor name. **Charges should never be titled as the following within the Financial Narrative:**

* + Credit Card Company or Bank (Unless the charge is notated to be a monthly usage charge)
  + Reimbursement Charges Titled as A Person’s Name (unless to be payroll charges)
  + Reimbursement
  + Petty Cash
  + Travel
  + Legal
  + Fees
  + Mileage
  + Advertisement
  + Miscellaneous

1. Each charges incurred/payment date must be listed on the Financial Narrative and match identically to the incurred/payment date shown on the invoice or cancelled check
2. Payroll documents (Detailed ledger, journal entry descriptions, pay stubs, or time sheets containing the names, wages and dates for any wages being claimed) are required for each claim submitted when claiming wages of any kind
3. The original vendor invoice or copy of the cancelled check is required for each charge
4. A mileage report showing reimbursement totals is required for all mileage charges

**Document Requirements- Each charge listed on the Financial Narrative must have supporting documentation:**

1. Payroll documentation clearly showing the employees name, pay date and pay range, hourly wage and total amount paid. *Please note: the amount being claimed on the narrative/claim MAY NOT exceed the amount shown as gross pay on the provided payroll documentation, if you are claiming “fringe benefits” this has to be approved beforehand and approved documentation must be uploaded to every claim.*
2. Receipts/Invoices must be easily read and contain vendor name, date and details of services provided or products purchased. The vendor name shown on the receipt/invoice must be what is put on the narrative. If the vendor goes by a name other than what appears on the receipt, the name on the receipt/invoice should be what is on the narrative. This should match exactly so that we can compare the item to what is being claimed on the narrative.
3. If sales tax appears on the receipt, this cannot be claimed and should not be on the narrative.

Please Note

If I cannot explain your claim, I cannot approve your claim.

Please contact me with any questions you may have regarding claim submission.

**Meghan Mau**

**Financial Operations Specialist**

**Indiana Housing and Community Development Authority**

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