

Appendix F: Reimbursable Grant Relationship Explanation
Feed Ohio: Summer Food Service Support Project
RFGA: R-1011-21-8033

Description/Definition of a Reimbursable Grant

After incurring expenses for the project the grantee must pay for such expenditures before the grantee can invoice ODJFS for payment. Documentation showing proof of payment needs to be included with the invoice in order for ODJFS to process and pay the invoice. At a minimum, the grantee must have enough money to support the first month of the program.

Procedure for Reimbursable Grant

After payment of expenditures, prepare invoice covering the specific timeframe (quarter or monthly – whatever was established during contract negotiations). Provide supporting documentation to verify the expenses were paid. This documentation may include a canceled check, printout of payroll warrant, financial ledger, screen shot from financial database, or other appropriate material. If there is a subcontractor involved the invoice from the subcontractor should be included with the supporting documentation along with proof of payment. In addition, the documentation should include a summary of all expenses. See suggested invoice template and summary sheet.

Procedure for Reimbursement to be Issued

Per the terms of the RFGA, invoices should be submitted to the GOFBCI Project Manager on a monthly basis. The invoice is then reviewed by the GOFBCI Project Manager to ensure all costs are allowable per the approved budget and applicable state and federal regulations. In addition the GOFBCI Project Manager reviews the documentation provided to ensure that it is an acceptable proof of payment such as a cancelled check, receipt or other form of documentation deemed acceptable by GOFBCI.

If all documentation and costs are accurately reflected on the invoice, invoice review takes approximately ten business days. Additional time may be needed depending on revisions needed due to incomplete or inaccurate submissions.

The completed, accurate invoice is then approved for payment by the GOFBCI Project Manager and the GOFBCI Director. The invoice is then submitted to the fiscal agent (ODJFS). It can take up to 30 days for reimbursement to be issued after submission to ODJFS. Grantees are encouraged to sign up for direct deposit of reimbursements (after award notification) to expedite receipt of reimbursements.