

Policy # 28	
SUBJECT:	Reporting and Submission Policy
DATE ISSUED:	February 3, 2025
DATE EFFECTIVE:	
REVISION DATE:	

Purpose:

The purpose of this policy is to establish clear expectations for the timely and accurate reporting of information within the organization. This policy aims to enhance accountability and ensure compliance with regulatory requirements and program objectives.

Scope:

This policy applies to all employees and departments involved in the reporting and submission of data and information related to organizational activities.

Timeliness of Reporting:

- All reports must be submitted by the specified deadlines, which are by the 15th of the month.
- Extensions may be granted under exceptional circumstances but must be requested formally and approved by management.

Accuracy of Reporting:

- All submitted reports must be accurate and reflect the true status of the data being reported.
- Departments are responsible for validating the information before submission to ensure integrity and reliability.

Roles and Responsibilities:

- Each department must designate a Reporting Officer responsible for compiling and submitting reports.
- All employees involved in data collection and reporting must be trained on the reporting standards and procedures outlined in this policy.

Submission Procedures:

- Reports must be submitted through the designated channels (e.g., online portal, email) as specified in departmental guidelines.
- Back up documentation must be provided when report is submitted

Compliance with Regulations:

- This policy will be reviewed regularly to ensure compliance with all relevant regulations and standards.
- All reporting procedures must align with the organization's regulatory obligations and program objectives.

Impact

- De-funding is a possible ultimate sanction for Service providers that are out of compliance with the WIOA grant and contract conditions. De-funding and termination of a contract requires that the Service Provider be given appropriate notice and an opportunity to fix the breach.

Effective Date

- This policy is effective immediately upon approval and will be reviewed annually to ensure its relevance and effectiveness.