

WACOSA

**EXTENDED EMPLOYMENT
COMPLIANCE EXAMINATION**

JUNE 30, 2019

DRAFT

**WACOSA
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JUNE 30, 2019**

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CliftonLarsonAllen LLP
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INDEPENDENT ACCOUNTANTS' REPORT

Board of Directors
WACOSA
Waite Park, Minnesota

We have examined management of WACOSA's assertions that WACOSA complied with the Minnesota Department of Employment and Economic Development's 14 Extended Employment Compliance Examination Standards Criterion, during the year ended June 30, 2019. WACOSA's management is responsible for its assertion. Our responsibility is to express an opinion on management's assertion about WACOSA's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether management's assertion about compliance is fairly stated, in all material respects. An examination involves performing procedures to obtain evidence about whether management's assertion is fairly stated, in all material respects. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of management's assertion, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on WACOSA's compliance with specified requirements.

In our opinion, management's assertions that WACOSA complied with the Minnesota Department of Employment and Economic Development's 14 Extended Employment Compliance Examination Standards Criterion, is fairly stated in all material respects.

CliftonLarsonAllen LLP

St. Cloud, Minnesota
REPORT DATE

**WACOSA
MANAGEMENT ASSERTION LETTER**

We assert, to the best of our knowledge and belief, as of REPORT DATE that we have complied with the Extended Employment Program criterion for the year ending June 30, 2019.

- Criterion 1: Individuals have worked the hours reported, and earned the wages reported, by the provider for the reimbursement paid by the DEED as shown in DEED Relevant Data for EE Audit report.
- Criterion 2: Criterion 2 is a placeholder for new or expanded program services, of which there were none to audit for SFY 2019.
- Criterion 3: Individuals have been paid appropriate hourly rates.
- Criterion 4: Individuals in Supported Employment perform their work in integrated settings.
- Criterion 5: When the provider is the payroll agent, individuals in DEED-certified Extended Employment locations and Subprograms (a) receive fundamental personnel benefits proportionate to the full-time nonexempt staff, and (b) no individual earns less than the minimum annual accruals of 5 days paid vacation, 5 days paid sick leave, and 5 paid holidays, or 10 days paid flexible leave and 5 paid holidays.
- Criterion 6: Individuals reported to the Extended Employment Program and on a MA waiver are receiving separate and necessary services, and no duplicate funding is received by the provider.
- Criterion 7: Individuals are persons with a most severe disability, who have 3 or more serious functional limitations affecting employment, and who require ongoing employment support services to maintain or advance in employment.
- Criterion 8: Individuals have a current Extended Employment Support Plan developed with the informed consent of the individual, or the individual's legal guardian.
- Criterion 9: The individuals' Extended Employment Support Plan identifies the ongoing employment support services necessary for the individual to maintain and advance in employment.
- Criterion 10: The ongoing employment support services provided to the individual are consistent with the services identified in the Extended Employment Support Plan.
- Criterion 11: Individuals receive a minimum of two in-person contacts per month in the delivery of ongoing employment support services.
- Criterion 12: The provider's earnings against its EE contract for Center-Based Employment have been determined and funds due to the provider or DEED are included in the report.

**WACOSA
MANAGEMENT ASSERTION LETTER (CONTINUED)**

- Criterion 13: The provider's earnings against its EE contract for Community Employment have been determined and funds due the provider or the DEED are included in the report.

- Criterion 14: The provider's earnings against its EE contract for Supported Employment have been determined and funds due the provider or the DEED are included in the report.

Signed: _____
Executive Director

Date

Signed: _____
Officer, Board of Directors

Date

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WACOSA
SCHEDULE OF QUESTIONED HOURS AND WAGES
JULY 1, 2018 – JUNE 30, 2019

Base Program	Hours				Wages			Compliance Criterion	Hours and wages were questioned, and may be disallowed, due to these compliance criterion:
	Reported	Examined	Hours Questioned	Variance	Reported	Examined	Variance		
CE Variances							\$ -		
SE Variances							-		
CBE Variances							-		
Net Variances							\$ -		

HOURS IN SUBPROGRAM SAMPLES: SE: 694.10 CE: 179.63 CBE: 21.59 TOTAL: 895.32

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**WACOSA
 CENTER-BASED EMPLOYMENT FUND RECONCILIATION
 JULY 1, 2018 – JUNE 30, 2019**

		<u>Submitted Schedule</u>	
Part A. Base Allocation			
Line 1	Reported CBE hours	1,628.12	
Line 2	CBE Error Rate: (Insert %)	0%	
Line 3	- Projected errors to population	-	
Line 4	+/- Net variances to reported CBE hours	-	
Line 5	Allowable hours after audit	1,628.12	
Line 6	x CBE reimbursement rate	<u>\$ 2.11</u>	
Line 7	Potential CBE earnings, based on reported production		\$ 3,435.33
Line 8	Contracted CBE allocation		<u>\$ 1,711.00</u>
Line 9	Reported & Unfunded Production	\$ 1,724	
Line 10	CBE dollars contracted and Earned		\$ 1,711.00
Line 11	CBE dollars Paid to Date		<u>\$ 1,711.00</u>
Line 12	Final Amount due Provider		\$ -
Line 13	Final Amount due Department		<u>\$ -</u>
Part B. CBE Contract reconciliation			
Line 14	Net CBE funds Due Provider or [Department]		\$ -
SUMMARY: CBE FUNDS DUE PROVIDER OR [DEPARTMENT]			<u><u>\$ -</u></u>

**WACOSA
COMMUNITY EMPLOYMENT FUND RECONCILIATION
JULY 1, 2018 – JUNE 30, 2019**

		Submitted Schedule	
Part A. CE Base Allocation			
Line 1	Reported CE hours	7,628.43	
Line 2	CE Error Rate: (Insert %)	0%	
Line 3	- Projected errors to population	-	
Line 4	+/- Net variances to reported CBE hours	-	
Line 5	Allowable hours after audit	7,628.43	
Line 6	x CE reimbursement rate	\$ 3.87	
Line 7	Potential CE earnings, based on reported production		\$ 29,522.02
Line 8	Contracted CE allocation		\$ 29,522.00
Line 9	Reported & Unfunded Production	\$ 0	
Line 10	CE Dollar Contracted and Earned		\$ 29,522.00
Line 11	CE Dollars Paid to Date		\$ 29,522.00
Line 12	Final Amount due Provider		\$ -
Line 13	Final Amount due Department		\$ -
Part B. CE Contract reconciliation			
Line 14	Net CBE funds Due Provider or [Department]		\$ -
SUMMARY: CE FUNDS DUE PROVIDER OR [DEPARTMENT]			<u>\$ -</u>

WACOSA
SUPPORTED EMPLOYMENT FUND RECONCILIATION
JULY 1, 2018 – JUNE 30, 2019

		Submitted Schedule		
Part A. SE Base Allocation				
Line 1	Reported SE hours	20,012.58		
Line 2	SE Error Rate: (Insert %)	0%		
Line 3	- Projected errors to population	-		
Line 4	+/- Net variances to reported SE hours	-		
Line 5	+ Reported & Unfunded SE hours in N/E	-		
Line 6	Allowable hours after audit	20,012.58		
Line 7	x SE reimbursement rate	<u>\$ 4.49</u>		
Line 8	Potential SE earnings, based on reported production		\$ 89,856.48	
Line 9	Contracted SE allocation		<u>\$ 70,763.00</u>	
Line 10	Reported & Unfunded Production	\$ 19,093		
Line 11	SE Funds contracted and Earned		\$ 70,763.00	
Line 12	SE funds Paid to Date		<u>\$ 70,763.00</u>	
Line 13	Final Amount due Provider		\$ -	
Line 14	Final Amount due Department		\$ -	
Part B. SE New and Expanded Allocation				
Line 15	Reported SE hours	-		
Line 16	SE Error Rate: (Insert %)	5%		
Line 17	- Projected errors to population	-		
Line 18	+/- Net variances to reported SE hours	-		
Line 19	Allowable hours after audit	-		
Line 20	x SE reimbursement rate	<u>\$ 4.49</u>		
Line 21	Potential SE earnings, based on reported production		\$ -	
Line 22	Contracted SE allocation		<u>\$ -</u>	
Line 23	Reported & Unfunded Production	\$ -		
Line 24	SE Funds contracted and Earned		\$ -	
Line 25	SE funds Paid thru [last date paid]		<u>\$ -</u>	
Line 26	Final Amount due Provider		\$ -	
Line 27	Final Amount due Department		<u>\$ -</u>	
Part C. SE Contract reconciliation				
Line 28	Contracted funds Due Provider		\$ -	
Line 29	Contracted Funds Due Department		<u>\$ -</u>	
Line 30	Net SE funds Due Provider or [Department]		\$ -	
SUMMARY: SE FUNDS DUE PROVIDER OR [DEPARTMENT]			<u><u>\$ -</u></u>	