

WACOSA
EXTENDED EMPLOYMENT
COMPLIANCE EXAMINATION
JUNE 30, 2024



CPAs | CONSULTANTS | WEALTH ADVISORS

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**WACOSA
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JUNE 30, 2024**

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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 13 Extended Employment Compliance Examination Standards Criterion, during the year ended June 30, 2024. 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.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

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 13 Extended Employment Compliance Examination Standards Criterion, is fairly stated in all material respects.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

St. Cloud, Minnesota
October 30, 2024

WACOSA MANAGEMENT ASSERTION LETTER

We assert, to the best of our knowledge and belief, as of October 30, 2024, that we have complied with the Extended Employment Program criterion for the year ending June 30, 2024.

- 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 on the DEED Relevant Data for EE Audit report.
- Criterion 2: Individuals have been paid appropriate hourly rates.
- Criterion 3: Individuals in Supported Employment perform their work in competitive, integrated employment as defined in 3300.6000, subpart 7.
- Criterion 4: Individuals reported to the Extended Employment program have documentation of a diagnosed disability or disabilities and documentation of 3 or more serious functional limitations affecting employment.
- Criterion 5: Individuals require ongoing employment support services to maintain or advance in employment.
- Criterion 6: Individuals reported to the Extended Employment Program and on a Medicaid Waiver are receiving separate and necessary services, and no duplicate funding is received by the provider.
- Criterion 7: Individuals have a current Extended Employment Support Plan developed with the informed choice of the individual reported to Extended Employment, or the individual reported to Extended Employment's legal guardian.
- Criterion 8: The individual's Extended Employment Support Plan identifies the ongoing employment support services necessary for the individual to maintain and advance in employment.
- Criterion 9: The ongoing employment support services provided to the individual are consistent with the services identified in the Extended Employment Support Plan.
- Criterion 10: Individuals receive a minimum of two contacts per month in the delivery of ongoing employment support services.
- Criterion 11: **Center Based Employment Subprogram:**
Our organization's SFY 2024 contracted allocation for the Extended Employment Program Community Employment subprogram was \$1,076. We have met the conditions of the contract and based on reported and audited work hours, earned \$111.66 of the contracted allocation.

**WACOSA
MANAGEMENT ASSERTION LETTER (CONTINUED)**

- **Criterion 12: Community Employment Subprogram:**
Our organization's SFY 2024 contracted allocation for the Extended Employment Program Community Employment subprogram was \$46,351. We have met the conditions of the contract and based on reported and audited work hours, earned \$7,999.86 of the contracted allocation.
- **Criterion 13: Supported Employment Subprogram:**
Our organization's SFY 2024 contracted allocation for the Extended Employment Program Supported Employment subprogram was \$115,344. We have met the conditions of the contract and based on reported and audited work hours, earned \$50,434.31 of the contracted allocation.

Signed: Signed by:
Nancy Belts
7A6C689297D74B2... Director _____

10/30/2024

Date

Signed: DocuSigned by:
Sandie Westergren
56E05BE4366A4A6... rectors _____

10/30/2024

Date

WACOSA
SCHEDULE OF QUESTIONED HOURS AND WAGES
JULY 1, 2023 – JUNE 30, 2024

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

HOURS IN SUBPROGRAM SAMPLES: SE: 1,463.74 CE: 826.69 CBE: 6.23 TOTAL: 2,296.66

**WACOSA
CENTER-BASED EMPLOYMENT FUND RECONCILIATION
JULY 1, 2023 – JUNE 30, 2024**

Appendix E: Center-Based Employment Subprogram Reconciliation			
Part A. Base Allocation			
Line 1	Reported CBE hours	52.92	
Line 2	CBE Error Rate: (Insert %)	0.00%	
Line 3	- Projected errors to population	-	
Line 4	+/- Net variances to reported CBE hours	-	
Line 5	Allowable hours after audit	52.92	
Line 6	x CBE reimbursement rate	\$2.11	
Line 7	Potential CBE earnings, based on reported production		\$111.66
Line 8	Contracted CBE allocation		\$1,076.00
Line 9	Reported & Unfunded Production	(\$964.34)	
Line 10	CBE dollars contracted and Earned		\$111.66
Line 11	CBE dollars Paid to Date		\$111.66
Line 12	Final Amount <i>due to Provider</i> from DEED-EE		\$0.00
Line 13	Final Amount <i>due to DEED-EE</i> from Provider		\$0.00
Part B. CBE Contract reconciliation			
Line 14	Net CE funds Due To Provider or [DEED-EE]		\$0.00
SUMMARY: CBE FUNDS DUE TO PROVIDER OR [DEED-EE]			\$0.00
CBE Sample Size N=		6.23	11.77%

**WACOSA
COMMUNITY EMPLOYMENT FUND RECONCILIATION
JULY 1, 2023 – JUNE 30, 2024**

Appendix F: Community Employment Program Subprogram Reconciliation			
Part A. CE Base Allocation			
Line 1	Reported CE hours	1,826.45	
Line 2	CE Error Rate: (Insert %)	0.00%	
Line 3	- Projected errors to population	-	
Line 4	+/- Net variances to reported CE hours	-	
Line 5	Allowable hours after audit	1,826.45	
Line 6	x CE reimbursement rate	\$4.38	
Line 7	Potential CE earnings, based on reported production		\$7,999.85
Line 8	Contracted CE allocation		\$46,351.00
Line 9	Reported & Unfunded Production	(\$38,351.15)	
Line 10	CE Dollar Contracted and Earned		\$7,999.85
Line 11	CE Dollars Paid to Date		\$7,999.86
Line 12	Final Amount <i>due to Provider</i> from DEED-EE		\$0.00
Line 13	Final Amount <i>due to DEED-EE</i> from Provider		(\$0.01)
Part B. CE Contract reconciliation			
Line 14	Net CE funds Due To Provider or [DEED-EE]		(\$0.01)
SUMMARY: SE FUNDS DUE TO PROVIDER OR [DEED-EE]			(\$0.01)
CE Sample Size N=		826.69	45.26%

WACOSA
SUPPORTED EMPLOYMENT FUND RECONCILIATION
JULY 1, 2023 – JUNE 30, 2024

Appendix G: Supported Employment Program Subprogram Reconciliation			
Part A. SE Base Allocation			
Line 1	Reported SE hours	7,771.08	
Line 2	SE Error Rate: (Insert %)	0.00%	
Line 3	- Projected errors to population	-	
Line 4	+/- Net variances to reported SE hours	-	
Line 5	Allowable hours after audit	7,771.08	
Line 6	x SE reimbursement rate	\$6.49	
Line 7	Potential SE earnings, based on reported production		\$50,434.31
Line 8	Contracted SE allocation		115,344.00
Line 9	Reported & Unfunded Production	(\$64,909.69)	
Line 10	SE Funds contracted and Earned		\$50,434.31
Line 11	SE funds Paid to Date		\$50,434.31
Line 12	Final Amount <i>due to Provider</i> from DEED-EE		\$0.00
Line 13	Final Amount <i>due to DEED-EE</i> from Provider		(\$0.00)
Part B. SE Contract reconciliation			
Line 14	Net SE funds Due To Provider or [DEED-EE]		(\$0.00)
SUMMARY: SE FUNDS DUE TO PROVIDER OR [DEED-EE]			(\$0.00)
SE Sample Size N=		1463.74	18.84%

APPENDIX D: SFY2024 Audit Standards Checklist

Instructions: Complete and submit to DEED with the final audit report.

	Criteria	Yes	No	N/A
1	Management and auditor have met and reached an understanding of the criterion and procedures used in the audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The scope is to examine management's written assertions about the Extended Employment provider's compliance with established criteria. The scope does not include an auditor's opinion on internal control over compliance. Management's assertions (Appendix A.) are included in the report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Supplemental schedules report all noncompliance found. Reported variances in reported hours and wages in the format provided by the DEED in Appendix C. Schedule of Questioned Hours and Wages, Appendix E. Center-Based Employment Subprogram Reconciliation and Appendix F. Community Employment Subprogram Reconciliation, and Appendix G. Supported Employment Subprogram Reconciliation. The schedules are appropriately modified to show only noncompliance found.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The opinion on compliance shall be for the period of the Extended Employment Program under examination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The audit report used the established criteria published by the DEED as shown in the samples. Criteria not applicable are disclosed on Appendix A. Management Assertion Letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The same auditor was used for this compliance examination and the financial statement audit, and the firm conducting this examination did not perform the auditee's accounting or reporting of hours and wages to DEED. If any part of this assertion is not true, we have checked NO and the auditee has addressed this item in a response to the audit findings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Criteria	Yes	No	N/A
7	Selected samples were selected from the DEED's report, titled Relevant Data for EE Audit report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	The auditee responded to the auditor's findings and included that response with the examination report to the DEED.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The auditor reviewed the DEED's monitoring report.			X
10	The auditor has obtained the signed pledge of an officer of the board of directors, who is not involved in the daily operations or management of the corporation, to present the audit report to the provider's Board or its designated committee. If not, or not applicable, the reasons are included in the provider's response to the DEED.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We have reviewed the Audit Requirements Checklist, Audit Procedures Checklist, and the results of our Extended Employment compliance engagement with our auditor.

Signed by: Nancy Betts Date 10/30/2024
7A6C689297D74B2...
 Executive Director Name and Title

DocuSigned by: Sandie Westergren Date 10/30/2024
56E05BE4366A4A6
 Chief, Board of Directors signature

October 30, 2024

Kristin Schmidt, CPA
CliftonLarsonAllen
4150 Second Street South Suite 400
St. Cloud, MN 56301

Dear Kristin:

As chairperson of the WACOSA Board of Directors, I agree to present the findings of the Extended Employment Program audit report to the Board of Directors, and review any recommendations that may be contained in the report.

Sincerely,

DocuSigned by:
Sandie Westergren _____
56E05BE4366A4A6...

10/30/2024
Date

Signed by:
Nancy Betts _____
7A6C689297D74B2...

10/30/2024
Date



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