



Thomas J. Stickrath, Director

Karhlton F. Moore, Executive Director

OCJS Remote Fiscal Compliance Review Process

OCJS Division of Grants Monitoring and Fiscal Compliance is committed to the health and safety of our partners while ensuring compliance with state and federal funding regulations. In an effort to be mindful of this dual commitment, fiscal compliance reviews will be performed remotely for the foreseeable future. The Grants Monitoring and Fiscal Compliance team has created this Fiscal Compliance Review Process to outline expectations for remote reviews.

1. Fiscal compliance monitors will e-mail the selected community partner for a remote fiscal compliance review. This communication will include:
 - An overview of the remote fiscal compliance review including required documentation to be submitted
 - Timelines for the remote review process
 - A request for possible open dates and times, within the next 7 business days, for an initial TEAMS meeting
 - A PowerPoint of the fiscal compliance review process
2. Initial TEAMS meeting with the fiscal compliance monitor and community partner to discuss:
 - Overview of the remote fiscal compliance review process
 - Documentation needed for a complete review including but not limited to:
 - Dates for testing forms
 - Reimbursement amounts and dates
 - Fund specific activity
 - Expectations and the 14 business day timeline for submitting documentation
 - Date selection for closeout TEAMS meeting
3. Fiscal compliance monitors will e-mail the community partner a detailed letter summarizing the fiscal compliance review.
4. Final TEAMS meeting for the fiscal compliance review closeout
 - Summary of the fiscal compliance review performed
 - Discussion of any findings or corrective action needed