

# LHJ A-19 SUBMISSION CHECKLIST

# MODERATE RISK

The LHJ A-19 Submission Checklist helps ensure consistency, prompt approval and processing of your billing, and a smooth A-19 review process.

Before billing, please review the Allowable Costs chapter, [Volume 2 Chapter 4](#). If you need help determining allowability, please contact your LPC for guidance before submission.

Section 1 A-19-1A INVOICE VOUCHER		
1A		Is the submission using the LHJ A-19-1A invoice voucher?
1B		Is the submission using the A-19-page 2 billing detail document?
1C		Is the LHJ A-19-1A invoice voucher signed (electronically or wet) with an authorized signature?
1D		Is the authorized signer's full name, position title, and date signed filled out?
1E		Is the LHJ A-19-1A invoice voucher in pdf format?

Section 2 – BACKUP DOCUMENTATION		
2A		Has the A-19 documentation matrix been reviewed for backup documentation requirements based on your agencies risk level?
2B		Does the backup documentation include a general ledger (GL) expenditure report AND/OR other system reports for all employees who are charged to the grant for the period?
2C		Are employee names with salaries and wages included in the GL report or other relevant report?
2D		Are salaries and benefits broken out as separate line items?
2E		Are the other expenditure category transactions (office supplies, training, travel, etc.) included in the detailed GL expenditure or other relevant system report?
2F		If equipment (\$5,000 or more) has been purchased, is the DOH preapproval included in the backup documentation?
2G		If \$2,500+ has been billed for materials and supplies, are copies of invoices included in the backup documentation?
2H		If your agency has a petty cash fund, has 100% of the supporting documentation been included in the backup documentation?
2I		If \$2,500+ has been billed for outreach materials, is DOH preapproval documentation included in the backup documentation?
2J		If there are travel charges being billed, has purpose of travel been provided in the backup documentation for these transactions?
2K		If there are training charges being billed, has receipt for training(s) been included in the backup documentation?
2L		If your agency is contracting out work to perform work of the grant and these transactions are \$5,000+, are invoices included in the backup documentation?
2M		If your agency is passing funds through to another agency to perform the work (subrecipient) and these transactions are \$5,000+, are invoices included in the backup documentation?
2N		Does the detailed GL or other relevant system report provide vendor name, item description, and cost of each transaction (e.g., Office Depot, file folders and pens, \$55.00)?
2O		Is the backup documentation for each program grouped together and clearly identified (A-19, GL, payroll information, invoices, etc.)?
2P		If you are submitting an invoice that is not entirely paid for by WIC (prorated), does the invoice clearly indicate the WIC/BFPC portion?
2Q		If you have made modifications to your backup documentation (math work, crossing out, etc.), is the modification initialed and dated?
2R		Does the detailed general ledger and/or other relevant system report total match the A-19-page 2 billing detail total? If not, has an explanation been provided as to why they don't match?

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2S	Has allowability of charges been verified?
2T	If you are unsure of the allowability of costs, has your agency's Local Program Consultant (LPC) been consulted for allowability questions prior to billing?
2U	If applicable, has written prior approval been given and been included in the backup documentation for out of state travel, equipment (total unit cost greater or equal to \$5,000), capital asset/expenditures, vehicle, new/renew property lease?
2V	Have you verified that your billing submission is free of unnecessary backup documentation (multiple paged phone invoices, duplicative transaction reports, pdfs of the monthly rev-exp report, other information not required by the A-19 documentation matrix, etc.)?

**Section 3 – BUDGET WORKBOOK**

3A	Does the billing submission include the budget workbook in Excel format (a pdf of the rev-exp report is not adequate)?
3B	Is the rev-exp report completed for the billed month? <ul style="list-style-type: none"> <li>Are the percentages of time for each federal cost type entered (from the time study or timekeeping)?</li> <li>Are all actual billed expenses entered?</li> <li>Does the rev-exp report monthly total reconcile with the A-19 total?</li> </ul>
3C	Does the budget workbook total, A-19-page 2 billing detail total, and backup documentation total reconcile?

**Section 4 – INDIRECT**

4A	If charging indirect, has the approved indirect rate agreement or cost allocation plan been sent to the DOH Cost Allocation Manager at <a href="mailto:subrecipientindirect@doh.wa.gov">subrecipientindirect@doh.wa.gov</a> ?
4B	Is the indirect rate plan current (not expired)? If expired, you can't bill indirect.
4C	Is the indirect rate base (total direct costs, salaries and benefits, Modified Total Direct Costs (MTDC), etc.) being applied correctly?
4D	If using MTDC as a base, have rental costs and capital expenditures been excluded before calculating indirect charges? Has your agency completed the DOH de minimis certification form and sent it to <a href="mailto:subrecipientindirect@doh.wa.gov">subrecipientindirect@doh.wa.gov</a> ?

**Section 5 – SUBMISSION**

5A	If you are sending the A-19 submission or A-19 correction in email form, are you sending it to <a href="mailto:LHJInvoice@doh.wa.gov">LHJInvoice@doh.wa.gov</a> AND Ccing <a href="mailto:WICBudgets@doh.wa.gov">WICBudgets@doh.wa.gov</a> ?
5B	If you are using SharePoint to submit A-19 submissions, have you followed the SharePoint submission instructions process?
5C	Are you complying with the Statement of Work (SOW) by submitting monthly billings within 60 days of the close of the month in which services were provided?
5D	If the monthly billing is going to be late or you have billing questions, have you communicated this to <a href="mailto:WICBudgets@doh.wa.gov">WICBudgets@doh.wa.gov</a> ?

**Section 6 – AGENCY INFO**

6A	If there has been turnover of any agency fiscal/contract staff, have you sent this information (add new staff, remove prior staff) to <a href="mailto:WICAddress@doh.wa.gov">WICAddress@doh.wa.gov</a> ? When adding please provide the following content in the email when sending updates: <ul style="list-style-type: none"> <li>Agency Name</li> <li>Full Name</li> <li>Title</li> <li>Email Address</li> <li>Phone Number</li> <li>Are they the Contract/Amendment Signer?</li> </ul>
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		<ul style="list-style-type: none"><li>• Are they wanting to be notified on the following?<ul style="list-style-type: none"><li>○ Receive Contracts &amp; Amendments</li><li>○ Receive A19/Billing Information</li><li>○ Receive Funding Information</li><li>○ Receive Budget Workbook</li></ul></li></ul>
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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).

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