



# Grants Management Policy



Policy Name	<b>LEA Responsibilities in the Fiscal Monitoring Process</b>		
Policy #	<b>FM2.2</b>	Policy Section	<b>Fiscal Monitoring</b>
Date Approved	<b>11/13/18</b>	Approved By	<i>Sarah Hendrix</i> Deputy Associate Superintendent, Grants Management
Date Updated	<b>N/A</b>		

## Audience

**This policy pertains to Local Education Agencies (LEAs).**

## Purpose (or Scope)

The purpose of this policy is to clarify LEAs responsibilities in the Fiscal Monitoring (FM) Audit process.

## Overview

The Grants Management Fiscal Monitoring Unit has fiscal oversight responsibility of LEAs that receive State and/or Federal funds (per Uniform Grant Guidance). To ensure that LEAs are audited in a consistent and efficient manner, it is essential for documentation to be submitted within indicated timeline.

## Policy

The LEA will be notified that a FM audit is beginning and will have five business days to provide the requested documentation. If document is received within five business days:

1. The FM Auditor may follow up and request additional documentation. The LEA will have five (5) business days to respond.
2. The FM Auditor may identify a single, or multiple issues that need to be resolved and/or request Director of Federal Fiscal Monitoring approval to expand the audit.
3. The FM Auditor may identify no further issues and close the audit.

If documentation is not received from LEA within five business days:

1. The FM Auditor will contact the LEA on business day six (6) to follow up.
2. If documentation is not received by business day nine (9), then on business day ten (10) the LEA will be placed on hold.