

Lines that require back up documentation	
Line Item	Documentation Required
Rent	<ol style="list-style-type: none"> <li>1. Space Cost Allocation Form</li> <li>2. Lease / Mortgage / Rental Agreement</li> </ol>
Salaried Employees/ Hourly Employees (WIOA Only)	<ol style="list-style-type: none"> <li>1. Work Experience Tracker (Learn and Earn or Train and Earn)</li> <li>2. Personnel Service Allocation Form</li> </ol>
Salaried Employees/ Hourly Employees	<ol style="list-style-type: none"> <li>1. Personnel Service Allocation Form</li> </ol>
OTPS Contracted Services: Sub-contractors	<ol style="list-style-type: none"> <li>1. Subcontractor Agreement</li> <li>2. If applicable - Subcontractor approval</li> <li>3. Subcontractor Modification Form</li> </ol>
OTPS Contracted Services (Consultant)	<ol style="list-style-type: none"> <li>1. Consultant Agreement</li> <li>2. Resume</li> <li>3. Consultant Modification Form</li> </ol>
WEI	WEI Letter from DYCD
Operations and Support: Incentive Payments/Bonus / Operations and Support: Client Stipend	<ol style="list-style-type: none"> <li>1. Breakdown on how funds will be used, period for the distribution and who will receive it</li> </ol>
Operations and Support: Incentive Payments/Bonus* (WIOA)	<ol style="list-style-type: none"> <li>1. Incentive Breakdown</li> <li>2. WIOA Program Approval</li> </ol> <p>*Bonus not applicable to WIOA</p>
Operations and Support: Equipment (Vehicle Purchase) (CMS/ONS Providers)	<ol style="list-style-type: none"> <li>1. Vehicle Purchase Approval Form</li> </ol>

The above requirements are subject to change and those changes will be communicated and updated in DYCD's Fiscal Manual.