
Summer Youth Work Experience- 2022

Module 3 –Reporting

Presented by the Provider & Contract Management Unit

SYWE Report and Invoice

When to prorate:

- Provider or employer's schedule
- No work available
- Provider staff called off
- Business closed for a holiday

SYWE Report and Invoice

When not to prorate:

- Individual absences
- Late arrival
- Early departure

Third-Party Templates

- Ensure the invoice and report calculate in the same manner as OOD's template.

Daily Narratives

- There must be an entry for each day of scheduled service and a corresponding daily narrative with explanation e.g., details of service delivery, business closed due to holiday, provider staff called off, individual absent, individual left early, etc.).
- An individual's absence, late arrival, or early departure must be documented with explanation in the daily narrative. The provider shall not bill VTS during this time however, they may bill for SYWE (don't prorate SYWE weekly rate).

Daily Narratives

- When SYWE services are not provided due to the provider's or employer's schedule it must be documented with explanation in the daily narrative and the SYWE weekly rate must be prorated.
- When an individual needs additional breaks they should be documented and explained in the daily narrative AND the time the individual is not working must be documented in the "Less Time" column. If it becomes a pattern, then the VRC should be notified.

Meal Periods

- A 30-minute meal period is required and must be documented when the individual works from 11:00 AM - 1:30 PM, and 4:30 PM - 6:30 PM
- The 30-minute meal period should be excluded from the SYWE hours billed.
- The 30-minute meal period should be excluded from the VTS hours billed.

Avoid Conflicting Information

- Providers are not required to submit supplemental timesheets.
- If timesheets are submitted, they will be compared to the SY Report to ensure start times, end times, and days worked reconcile.
- Conflicting information will result in denial of the invoice/report.
- Providers should conduct a final review of all invoices and reports prior to submitting to OOD for payment. Validate that the information reported is correct.

Summer Youth Support



Specific case questions: Contact the referring counselor or coordinator



Questions regarding billings:
Contact the AE2



Programmatic or service questions: Contact the Provider and Contract Management Unit (PCMU)

Provider and Contract Management Unit

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