

State 911 Committee

Dispatcher Training Fund Review Policy

(This policy is subject to change)

A review of five full years of Dispatcher Training Fund expenditures will be conducted on all PSAPs in a county selected for a Compliance Review by the Certification Subcommittee. The proper use of Training Funds of an individual PSAP may also be conducted at any time separate from the County based Compliance review process. Informal reviews and/or inquiries may be initiated by:

- The State 911 Committee
- The State 911 Office
- The Dispatcher Training Subcommittee, or
- The Certification Subcommittee

Upon PSAP/County selection, a notification email will be sent to the PSAP director with a deadline date of four weeks from the date the notification is sent. The PSAP will be advised to submit the following information attached to the SNC-provided cover sheet for each training course attended and paid for with SNC Dispatcher Training Funds:

- Names of Employees attending each training course
- Expense sheets providing wage information claimed for each employee
- Internal accounting reports/documentation of expenses
- Course registration receipts
- Travel expense receipts including lodging, meals, mileage, and course materials (the internally approved travel expense form submitted by employee to PSAP for reimbursement can be submitted in lieu of meal and mileage receipts) for each employee attending the trainings as noted on the PSAP's DTS-510 form.

The Dispatcher Training Analyst will review all of the information submitted by the PSAP and compare it to the DTS-510 (documentation of training expenses) submitted for fund accounting. A memo will be provided to the PSAP outlining any issues or receipts/documentation that was not provided. The PSAP will have seven (7) calendar days to respond to the initial findings.

If there is found to be a shortage or missing documentation, the State 911 Office will presume it is an invalid expenditure and it will be the PSAP's responsibility to establish otherwise. A written report will be provided to the Chairpersons of the State 911 Committee, the Dispatcher Training Subcommittee, and the Certification Subcommittee. The aforementioned shall determine if there were improper expenditures. If an improper Training Fund expenditure has been made, the State 911 Office will issue a request to the PSAP requesting reimbursement or corrective accounting action for improperly expended funds. If reimbursement is required, an invoice will be issued to the PSAP to pay it back to the Dispatcher Training Fund. If the money is not returned prior to the next distribution of funds, the

Approved by SNC 12-14-15

amount will be deducted from the amount the PSAP receives. If the PSAP does not have a future distribution or the amount exceeds the distribution, the State 911 Office may initiate further action to collect the funds due back to the State 911 training program.

Appeals to this determination must follow the procedure set forth in the State 911 Committee's Appeals Process for Challenges to Unallowable Expenditures of 911 Surcharge Funds.

A finalized report will be provided to the Certification Subcommittee for review and approval.

This procedure will also apply to public entities that received training funds, but no longer operate a PSAP.