



## POLICY L: PAYMENT

# Wyoming Guardians *Ad Litem* Program

Empowering youth & families through legal advocacy

### SECTION ONE: MONTHLY CONTRACT PAYMENTS

- A. Monthly compensation rates are determined by the GAL Program Administrator, through the contract offer and acceptance process. Monthly rates include all expenses related to GAL cases and the GAL's overhead costs. The GAL Program will not pay any costs other than pre-approved, extraordinary discovery and expert expenses, or pre-approved overnight and out-of-state travel expenses that require reimbursement, as described in *Policy M: Expenditure Approval & Reimbursement* and *Policy N: Travel Approval & Reimbursement*.
- B. Billing not in conformance with the requirements imposed by the GAL Program Rules, this policy, procedures, or the contract, will not be paid by the Program.

### SECTION TWO: FORMS & DOCUMENTS

- A. If you are new to the GAL Program, and have never received payment from State of Wyoming agencies, you must fill out a WOLFS 109(a) form in order for the State to initiate payments to you. This mandatory requirement will subscribe your payment information into the Wyoming On-Line Financial System (WOLFS) so that you can receive electronic payments or hard-copy checks as well as important yearly tax documents for your income reporting. You will also be assigned a unique Vendor Code that you will use in your business with the state. This form is also used when you are switching payment from a social security number to an employment identification number, or vice-versa. You may find the WOLFS 109(a) on the GAL Program website as well as the State Auditor's Home Page. Please send these forms directly to the GAL Program Policy & Fiscal Analyst for processing and forwarding to the Wyoming State Auditor.
- B. If you are a current GAL Contractor or if you have been entered into WOLFS previously and have changes to your payment profile, such as a change of address or name, you must complete a WOLFS 109(b). This form is also used to sign-up for direct deposit of payments or to discontinue your current direct deposit enrollment. This form can also be found on the GAL Program website or the State Auditor's Home Page. Please note, when completing this form please work with the Program Policy & Fiscal Analyst closely, as your current WOLFS profile information must be entered into your form exactly as it appears in WOLFS. This form, like the previous, must be sent to the GAL Program before it is forwarded to the Wyoming State Auditor.
- C. The contractor shall not change business names, EINs or SSNs during the two year contract term, so be sure if you decide to incorporate, change jobs, or move firms,

you contact the GAL Program Administrator ahead of time. The GAL Program Administrator has sole authority in amending or offering new contracts if these changes are made during the contract term. There is no guarantee that these changes can be made and your contract may be terminated. It is best to give as much notice as possible to the GAL Program Administrator.

- D. A GAL must complete and submit a Monthly Invoice Form, and attach the required reported case information or forms for previous month's billing by the fifteenth day of the following month in order to receive payment. Should the fifteenth day fall on a weekend or holiday, the next business day shall be the deadline. This fifteen-day deadline will not be waived, moved, or delayed except in extreme extenuating circumstances. The GAL Program Administrator has sole authority in extending or waiving deadlines. The Monthly Invoice Form, procedures and instructions for this process, and other helpful billing hints can be found on the GAL Program website.

### SECTION THREE: PAYMENT HISTORY

- A. Once a monthly payment is processed and routed for approval in WOLFS, the GAL will receive a Payment Slip electronically from the Program Policy & Fiscal Analyst. This payment slip shall include current contract budget information as well as all payment history under the current contract.
- B. You can find a record of payments made to you by month on the State Auditor's Payment Search Engine ([http://sao.state.wy.us/EFT\\_Search\\_page.htm](http://sao.state.wy.us/EFT_Search_page.htm)) with the use of your Vender User ID. To obtain your ID, please contact the Program Policy & Fiscal Analyst. Payment history is available online for the last three consecutive months. Please use this online tool before contacting our office regarding payment status.