PROGRAM 4 – INTERPRETER REFERRALS
DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

I. PROGRAM OBJECTIVES

The goal of this program is to assist persons who are deaf and others to obtain sign language interpreter services.

II. PROGRAM PROCEDURES

The grantee provides services in accordance with an approved grant application and agreement from the Division of Vocational Rehabilitation.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED -

1. **Compliance Requirement**: As per AS 23.15.100(b)(2), the Department makes grants to public and other nonprofit organizations for the purpose of establishing and operating rehabilitation facilities and workshops. Funds may be expended for the administration and operation of programs designed to address the needs of eligible individuals.
   Suggested Audit Procedure: Test transactions to determine whether expenditures are necessary and reasonable for the performance and administration of the program, and are authorized or not prohibited under applicable guidelines and regulations.

B. ELIGIBILITY -

1. There are no specific eligibility requirements. Services may be provided to individuals who are deaf or hearing impaired, businesses and other individuals requesting sign language interpreting services.
   Suggested Audit Procedure: There are no special suggested audit procedures.

C. MATCHING, LEVEL OF EFFORT AND/OR EARMARKING REQUIREMENTS -

There is no matching or level of effort requirements.

D. REPORTING REQUIREMENTS -

1. **Compliance Requirement**:
   a) Quarterly fiscal and statistical reports are required.
   b) A final financial report must be submitted on or before the 30th day after the date of termination of the project.
   c) A narrative summary of project activities must be submitted semiannually.

   Suggested Audit Procedures:
   a) Review procedures for preparing reports and evaluate adequacy;
   b) Review a sampling of reports for completeness of submission;

c) Trace data to the supporting documentation; and
d) Evaluate adjustments.

E. SPECIAL TESTS AND PROVISIONS -

1. **Compliance Requirement**: Funds must be expended according to the budget included with the grant proposal. Budget revisions must be requested and approved in writing.
   Suggested Audit Procedure: Conduct onsite audits every two years. Compare actual expenditures with the approved budget.