



Nydia A. Colón Zayas
Administradora



DEPARTAMENTO DEL
TRABAJO
Y RECURSOS HUMANOS
GOBIERNO DE PUERTO RICO

Hon. Miguel Romero Lugo
Secretario

June 1, 2011

REGULATORY COMMUNICATION 2011-21

Central Office Directors, Regional Directors, Centers of Vocational Administration Counseling Services Directors, Directors for Evaluation and Adjustment Centers, Directors for centers for Support and Employment Mode and Independent Living Program Personnel


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PERSONNEL ACTIVITY REPORTS

Title I funds for VR services are exclusively for *allowable expenditures*, for the provision of services to consumers and administrative expenses related to these, as stated in 34 CFR 361.3. As a recipient of federal funds, our agency must guarantee the proper and efficient administration of the VR program and also the accurate financial accountability and reporting of funds as per 34 CFR 361.12 and 34 CFR 80.20 (a).

In order to comply with federal regulations, VRA has developed Personnel Activity Reports. Where employees work solely on the Title I, VR program, they must submit a semi-annual certification stating such information. The certification must be sent to the Human Resources Division on June 30 and December 31 of each calendar year.

Employees who provide services for the VR Program and others such as, Independent Living Older Blind Program, Independent Living, Act 79 or any other program, must complete a Personnel Activity Report on a monthly basis. This is a required document as stated in 2 CFR part 225, Appendix B 8.h.4 and 8.h.5. The report must be completed after the fact and account for the total activity for which each employee is compensated. The forms will be duly signed and sent to the Human Resources Division on the fifth day of each month.

The Human Resources Division in coordination with the Finance Division will review the reports and determine costs charged to each individual program based on employee hourly wage. Enclosed are the Personnel Activity Report and Employee certification of Time Allocation forms.

Supervisors will review and certify information. They will also be responsible for submitting the reports on the dates specified.

¡INTEGRANDO A LAS PERSONAS CON IMPEDIMENTOS A LA FUERZA LABORAL Y A UNA VIDA MÁS INDEPENDIENTE!

Con tu esfuerzo y dedicación Puerto Rico SE SUPERA
Puerto Rico Lo Hace Mejor

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