Submission Informational: Required Documents Overview

March 13, 2025

Agenda for Today

- Policy Background

- Policy Overview

- Required Documents

- AidKit Platform Build

Policy Background & Purpose

Policy Background and Purpose

Background

- <u>Former Submission Documents Policy</u>: SO agrees to retain documents pertaining to its submissions to and payments from PDF for six years from the date such documents are created.

- <u>QAP:</u> This audit was conducted to ensure that all funds distributed through Prosperity Denver Fund's reimbursement process in 2024 consistently met all eligibility requirements and SO's had appropriate supporting documentation.
  - 32% of all SOs audited who received a reimbursement in 2024 have a repayment
  - The time passed from students originally applying for scholarships/training to reimbursement submission to PDF and then to an audit creates challenges in document retention & organization for SOs
  - There is a need for a clear and detailed list from PDF of required documents and information for each student and support service

Policy Overview

Policy Overview

Starting in the Fall 2026 Distribution Cycle, verifying documents for each eligibility criteria will be required at reimbursement submission rather than produced at time of an audit.

- It is recommended to start uploading with submissions as soon as possible to avoid needing to retroactively provide documents if selected for a quality assurance audit
    - The new database will accept document uploads starting this spring
- Bulk upload will be available for organizations with 100+ students in a given distribution cycle
    - Organizations will be required to upload documents for a sample of students prior to distribution of funds

Purpose
- Strengthen integrity of PDF's reimbursement process
- Increase efficiency of QAP process
- Strengthen outcomes of city audits

Required Documents

Aligning Submitted Expenses

Academic Year	Distribution Cycles	Corresponding Fiscal Years	Corresponding Months
August 2023- July 2024	Fall 2024 Spring 2025	Academic Year	August 2023- July 2024
		State Fiscal Year	July 2023- June 2024
		Federal Fiscal Year	October 2023-September 2024
		Calendar Year	January 2023- December 2023

Academic Year	Distribution Cycles	Corresponding Fiscal Years	Corresponding Months
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Student Eligibility Criteria

PROSPERITY DENVER FUND

One document for each eligibility criteria will be required for submission.

Financial Need	Residency	Age
• Copy of the student's application • Copy of the SO's database records • Student Aid Report • Eligibility of Public Benefits • Eligibility for FRL • W-2 • Tax Returns • Pay Stub • Statement of Household Income/Demographics • Financial Need Affidavit*	• Copy of the student's application • Copy of the SO's database records • High School Transcript • Other official documentation from high school (not transcript) • Current Drivers License/State ID • Residency Affidavit *Must include verification student lived in Denver for 6 months prior	• Copy of the student's application • Current Drivers License/State ID • Current Passport • Birth Certificate • High School Transcript

Scholarship/Training Eligibility Criteria

PROSPERITY DENVER FUND

One document for each eligibility criteria will be required for submission.

Attended Qualifying Institution

- Copy of the organization's database records
- Post-secondary transcript (official or unofficial)
- Documentation from post-secondary institution
- Certificate of Completion

Satisfactory Academic Progress

- Copy of the organization's database records
- Post-secondary transcript (official or unofficial)
- Documentation from post-secondary institution
- Certificate of completion
- Official letter statement or form
- Diploma

*Only GPA is not sufficient, must include student's overall standing

Payment Was Made

- Communication to/from post-secondary institution
- Bank records
- Check stub/copy of check
- Credentials:
  - Invoice, payroll stubs, etc.

Support Services Eligibility Criteria

One document for each eligibility criteria will be required for submission.

Direct Salary Expenses

- Payroll report/ledger
- Pay stub
- General ledger
- Statement of activity
- Profit & loss statement
- Invoice
- Check

Fringe Benefits Expenses

- Payroll report/ledger
- Pay stub
- General ledger
- Statement of activity
- Profit & loss statement
- Invoice
- Check

Non-Personnel Expenses

- General ledger
- Statement of activity
- Profit & loss statement
- Income Statement
- Statement of functional expenses
- Transaction Report
- Invoice
- Receipt

AidKit Platform Build