

Fast 5 Friday

October 2022

“Thinking Ahead”

Well everyone we are still an office of two (getting closer to making it three) but for now it's just Cindy and myself which means more than ever communication is important! Once again our process for payments has changed, we have new funding streams, brand new programs, and it's still just the two of us. Now just like always call or email anytime. You do not have to set up formal meetings; we are available for you.

With that said it's now very important to check the portal for announcements, it's actually crucial. Here's an example: for 21st CCLC/ARP CBO's we had to revise our Request for Payment form. If you read the portal you know this, no problem. If you haven't you might have sent me the old copy (which I cannot accept) which will cause unfortunate delays in reimbursement.

Along with communication being important we also need to “think ahead”. I say this because we will need your help as the year progresses especially on the budget front. For example: a program accountant (on the school district side) forgets to submit a Final Expenditure Report in ePeGS. This submission can also make a final payment request at the same time. However, if submission is missed, the final payment is also missed. If anything is missing, please call our office right away.

To lighten the mood, I will give you an example of how not thinking ahead and communicating almost got me in some real hot water. Every Wednesday I do cardio from the office after work; it is a process that has gone without an issue so far. This one particular very hot Wednesday I had taken my car to the shop. Normally I put my gym bag in my car, keep my fob with me and do my run. Wait I don't have a car. Luckily, my co-worker Cindy agreed to give me a ride as she had a late zoom call which would be over by the time I got done running. So I exit the building (in gym clothes) realizing I have no car to put my gym bag in and I can't go back in the building dressed as I was. So I decide to put my bag underneath Cindy's car in the parking garage. Of course someone sees me doing it but walks on by. As I'm running I realize that the passerby might have thought I put a bomb under Cindy's car (I would have). So I run two miles in my fastest time ever get back, bag is there, no bomb-squad. Now it's hot and I'm super sweaty so I do what I always do remove my shirt and sit in the shade. Finally I cool off stand up only to come face to face with a parking attendant. No problem except I'm getting in a gym bag, under Cindy's, car, I'm sweaty, and half-clothed. At this point I'm thinking SWAT is on the way. Very calmly, she asks “sir, are you feeling ok”. I throw a shirt on quickly and explain the situation and luckily Cindy was off her call in time to get me out of there.

You see lack of thinking ahead (getting Cindy's keys and putting my bag in her car) could have prevented a SWAT team with bomb or drug sniffing dogs descending upon my gym bag. They would have smelled something for sure just nothing illegal.

So help us help you by thinking ahead, watching your budget, and communicating.