

WIAB 02-08

DATE: August 4, 2008
TO: All WIA Subrecipients
FROM: Dwight A. Johnson, Administrator, Employment and Training
SUBJECT: Review of the WIA Payroll Signature Authorization Form WIA-80

In light of recent WIA fraud cases involving falsified records and the need to improve accounting practices to help prevent fraud, WIA accounting staff and the Administrative Entity are providing a review of the instructions for the proper usage of the WIA Payroll Signature Authorization Form WIA-80 for the benefit of case managers.

The WIA-80 is a required form for all WIA participants. The purpose of the form is to verify the signatures of individuals involved with the request for or receipt of WIA funds. Individuals include service provider staff, the participant and any individuals affiliated with the worksite or training facility who would be signing attendance forms for the purpose of wage payments, transportation or other attendance-based supportive services. Recently, WIA payroll staff have observed that while service provider staff and participants regularly sign the WIA-80, the signatures of the worksite supervisors or training provider staff have not been included on the form.

Case managers should ensure that a current WIA-80 is maintained on all participants who are enrolled in wage-paying activities or receiving attendance-based supportive services. Effective August 15, 2008, Accounting payroll staff will no longer process payments for these specific activities/ supportive services without a WIA-80 in place.

When completing the WIA-80, please remember that:

- The form must contain the signatures of the instructor(s) and/or supervisor(s) who they anticipate will sign the participant's attendance forms. Please note that **ONLY** individuals who are expected to sign the attendance forms will need to sign the WIA-80.

- To avoid any potential delays in payment/reimbursement, in some instances case managers have asked participants to acquire primary and secondary signatures.
- Participants in semester-based training are only expected to submit a new form at the start of a new term if the instructor(s) who will be signing their attendance records will be changing.
- Participants who are enrolled in classroom training but who are NOT receiving attendance-based supportive services need not obtain instructor signatures on the WIA-80.

In addition, WIA service providers are encouraged to take time to create a “Master WIA-80” for their site for submission to WIA payroll. This form should contain the signatures of all provider staff who are engaged in issuing WIA purchase agreements. Once this form is submitted to payroll, it will be beneficial for all WIA participants and will authorize individuals on the form to issue purchase agreements on behalf of other cost centers, if the need arises. If a case manager’s signature is on the “Master WIA-80” there is no need for the case manager to sign a WIA-80 for each of their participants.

Please direct your questions regarding this WIAB to WIA payroll accounting staff or your regional liaison.