IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

WIAB 13-12

DATE: March 21, 2013

TO: All WIA Subrecipients

FROM: Joni Booth, Financial Executive Officer, Accounting Division

SUBJECT: WIA Quarterly Accrual Process

Quarterly accruals are required by the U.S. Department of Labor to fully report WIA expenditures. Complete reporting of expenditures is critical to securing funding for the WIA program.

In the past, WIA provider staff were only required to enter accruals annually in July for the preceding program year. In order to meet federal guidelines, accruals need to be done quarterly, using the WIA Accrual Worksheet. This process will be similar to the spreadsheet accrual process TAA used in the past.

IDOL staff can access the worksheet in EPIC by going to EPIC, WIA/TAA, Forms, WIA Forms and clicking on the WIA-00 link. NIC and MVYAS staff can access the worksheet in the WIA MIS by going to Forms and clicking on the WIA-00 link.

The worksheet should be completed only for tuition costs for classes that have started. For each active WIA participant, please:

- Review each active WIA participant file
- If a participant has enrolled in occupational classroom training AND classes have started, complete the worksheet
- Complete the worksheet for TUITION costs only
- To ensure that all payments made for the month are reflected in the WIA Management Information System (MIS), no WIA payments will be processed between Monday 3/25/13 and Friday 3/29/13
- Email completed spreadsheet to Simon So at: simon.so@labor.idaho.gov, no later than April 5, 2013

Note: For purposes of safeguarding WIA participant personal information, NIC and MVYAS staff should exclude participant Social Security Numbers from the worksheet.

Thank you for your cooperation with this important process. If you have any questions, please contact Simon So at (208) 332-3570, ext. 3153.