

WIOAB 10-15

DATE: December 16, 2015
TO: All WIOA Subrecipients
FROM: John Taylor, Financial Executive Officer, Accounting Division 
SUBJECT: WIOA Quarterly Accrual Process

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

In the past, WIOA 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 WIOA 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, WIOA/TAA, Forms, WIA Forms and clicking on the WIA-00 link. NIC and MVYAS staff can access the worksheet in the WIOA MIS by going to IdahoWorks, Resources, Resources Links Page, Workforce Professional Resources, Financial Forms and clicking on the WIOA00 WIA Accrual Worksheet link.

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

- Review each active WIOA 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 WIOA Management Information System (MIS), no WIOA tuition payments will be processed between Thursday 12/24/2015 and Thursday, 12/31/2015
- Email completed spreadsheet to Simon So at: simon.so@labor.idaho.gov, no later than January 8, 2016

Note: For purposes of safeguarding WIOA 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.