

**WIOAB 04-15**

**DATE:** September 24, 2015  
**TO:** All WIOA Subrecipients  
**FROM:** Joni Booth, 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.

IDOL staff can access the accrual 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.

**Note: Please create only one worksheet for each cost center, to be submitted by the cost center Manager/Supervisor.**

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 WIA Management Information System (MIS) and IdahoWorks, no WIOA tuition payments will be processed between Monday 9/28/2015 and Friday, 10/2/2015
- Email completed spreadsheet to Simon So at: [lapman.so@labor.idaho.gov](mailto:lapman.so@labor.idaho.gov), no later than Friday, 10/2/2015.

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.