DATE: January 30, 2020
TO: All WIOA Providers
FROM: Danilo Cabrera
SUBJECT: New guidance for paid work experience and internships based on new accounting system

Accounting has recently adopted a new system to process participant payments. This change will effect participants in paid work experiences and internships.

Guidance:

- Career planners need to confirm that addresses for participants in a work experience or an internship in IdahoWorks is correct.
- The address needs to be accurate in two places in IdahoWorks. See pictures below.
  - If address is incorrect career planner needs to:
    - Update address in IdahoWorks in both locations.
    - Send participants name and new address to: WIOAPayroll@labor.idaho.gov
- New participants in a work experience or internship as of 1/30/2020 must have accurate addresses in IdahoWorks and on the W-4 submitted to: WIOAPayroll@labor.idaho.gov
  - If participant address changes at any time career planners need to:
    - Update address in IdahoWorks in both locations.
    - Send participants name and new address to: WIOAPayroll@labor.idaho.gov

Note:
- Please get the participants W-4 to WIOAPayroll@labor.idaho.gov as soon as possible if you plan to provide a work experience or internship.
  - Sending the W-4 with the first time sheet will delay payments to the participant.
- If guidance is not followed payments to participants could be delayed.
IdahoWorks address locations:

**Case Details for [Redacted]**

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Universal Information

Contact Information

**WIOA Program Details for [Redacted]**

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

- **Prog ID**
- **Reassign Office**
  - Reassign the office for this particular program registration
- **Wages**
- **Outcomes**
- **Mailing Address**
  - View the client's mailing address information
  - (This is different than Mailing Address as displayed on Enrollment Details.)

If you have any questions regarding the purpose of these funds, please contact the Grants Management Unit.