DATE: March 19, 2018
TO: All WIOA Subrecipients
FROM: John Taylor, Financial Executive Officer
SUBJECT: Program Year PY17 Q3 Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA participant expenses through the quarter. If a tuition expenditure does not appear on the Participant Payment Register as of April 2\textsuperscript{nd}, it has not been paid. The system will need to have accruals created for the tuition payments not made but activity has been incurred by March 31\textsuperscript{st}, which will be provided by career planners utilizing the process described below.

The accrual workbook will be available to download on April 3\textsuperscript{rd} at noon and will need to submit to accounting by April 6\textsuperscript{th}. All WIOA career planners can submit their accrue workbooks individually.

Note: Manual accruals should be made for unpaid tuition expenses that have been incurred on or before March 31\textsuperscript{st}.

To Minimize Career Planner Workload:

1. Check participants' exit dates in IdahoWorks by March 30\textsuperscript{th}, make sure there is an exit date when participant exited the activity to reduce auto accrues from the system.
2. Submit all participant and vendor payments as soon as possible.
3. Verify the date of expense falls within the service period start and completion date.

Non-IDOL Service Providers:

Accrual Excel Worksheet and detailed instructions will be emailed on April 3\textsuperscript{rd}.

IDOL Service Providers:

Accrual Excel Workbook and detailed instructions can be retrieved in EPIC.

EPIC ➤ Administration ➤ Accounting ➤

Manual Accruals Tab (left side of page) ➤ Accrual Career Planner Workbook

Please direct questions to Simon So at (208) 332-3570, ext. 3153.