

WIOAB 8-20

DATE: March 2, 2021
TO: All WIOA Providers
FROM: Danilo Cabrera *Danilo Cabrera*
Program Operations Manager
SUBJECT: WIOA Payment Processing Guidance

To expedite WIOA payment processing, the Accounting department developed the following guidance for WIOA career planners to follow. Any questions about these processes should be directed to WIOApayroll@labor.idaho.gov.

Submitting Payment Requests:

Please send emails with the documentation for address changes and payment processing to WIOApayroll@labor.idaho.gov with *each* of the following that is applicable:

1. Address Change
2. OJT
3. Tuition
4. Reimbursement
5. Payroll
6. Business

Using these consistent keywords in the subject of your requests, the staff person assigned to each function will identify their work items more quickly.

Payment Processing Timeframes:

Please note the following timeframes for processing of payment requests:

1. Non-payroll, previously paid participants: 5-7 business days
2. Non-payroll, new participants: 7-10 business days
3. Payroll: processed weekly on the Friday following the week worked

This is to be used as a guideline when payments may appear on Epic's payment register. The more we can focus on processing payment requests instead of tracking down payments within the timeframes specified above, we will get all participant payments processed more quickly.

Accounts Payable very much aims to process all payments for participants as quickly as possible; they understand the community being served and very much strive to expedite their processes on the participant's behalf.

Thanks to each of your efforts in these matters, I know that we can better and more timely serve our participant population if we work together.

Resources (forms required to be used for payment processing by the State Controller's Office):

[Form ID W-4, Employee's Withholding Allowance Certificate 2021 \(idaho.gov\)](#)

[Combined Substitute W-9/Direct Deposit/Remittance Advice Authorization Form \(idaho.gov\)](#)