

WIOAB 18-17

DATE: June 11, 2018
TO: All WIOA Subrecipients
FROM: Laurel McMahan, Workforce Programs Administration Manager
Administrative Services Division
SUBJECT: PY17 Transition of Participant Obligations



As we complete our transition to PY18, please be advised:

- Participant Obligation amounts for PY16 will be zeroed out in the IdahoWorks system by the Administrative Entity prior to 6/30/2018.
- Participant Obligation amounts for PY17 must be adjusted to equal actual PY17 expenditures plus accruals provided to Accounting at program year end close.
 - Remember - accruals are intended to reflect those payments that were anticipated to occur in the last few weeks of June, but may not have been processed by that time. They are not intended for future payments beyond what was expected for June.

For example, if a client had a budget that included fall tuition, which wouldn't be due and payable until August, that tuition budget should be removed from the PY17 client budget and then re-established as a PY18 client budget item.

- Remaining Participant Obligation amounts for PY17 that have not been paid by 10/15/2018 will be zeroed out in the IdahoWorks system by the Administrative Entity prior to 10/31/2018, to avoid over-inflated budgets when using Report 8 reporting tools.

In the IdahoWorks System

* Do verify that all PY17 client services and budget amounts are consistent with actual PY17 expenditures, as listed in IdahoWorks, plus any PY17 accruals that will be submitted to Accounting by July 9, 2018, and have not yet been paid.

Note that although Fringe and Classroom Training Insurance expenditures are not currently being reported in IdahoWorks, when budgeting Wages, please include the estimated Fringe amount with the total wage budget. Classroom Training Insurance does not need to be budgeted at this time.

* If a client was exited prior to July 1, 2018, please be sure to remove any unpaid budget amount, unless there is a pending accrual to be paid for PY17. Please set the budget amount to the sum of the actual PY17 expenditures plus the amount accrued and unpaid for PY17. And, please be sure to verify all service end dates and exit information has been entered.

* DO routinely verify all of your PY18 client services and budget amounts for accuracy in Service type, Amounts, Participant Group, Estimated start/end dates, etc. These services and budgets are fluid and may change based upon needs you've identified.

* Remember: Be sure to review your estimated and actual Service end dates and Service status and update them for the most current information.

An additional reporting tool, called **IW Budgets/Expenses/Remaining Balances Report**, has been developed to provide obligation status to the local office level, by program year. This report summarizes all obligations entered by career planners to the local office level, with the ability to sort by program year and drill down to the client level. The most recent report for use with this WIOAB will be the May report that has been sent to each Service Provider.

As you may recall, the Report 8 feature does not distinguish between program years when selecting financial data criteria for the report. And, though the obligation report (under Fiscal, Reporting) does provide financial data by program year, it currently provides that data at the regional level and not the local office level.

Questions may be directed to Joey Shelby, Aarron Tuckett or Chris Ramos.