


WIOAB 19-17

TAAB #02-18

DATE: June 13, 2018
TO: All WIOA Subrecipients and TAA Providers
FROM: John Taylor, Financial Executive Officer 
SUBJECT: Program Year (PY) 2017 WIOA and Trade Act FY 2018 Q3 Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA/TAA participant expenses through June 28th. All WIOA/TAA-04 forms received in Accounting by June 22rd will be paid in June. If an expenditure does not appear on the Participant Payment Register Monday, July 2nd, it has not been paid. The system will need to have accruals created for payments not made, which will be provided by career planners utilizing the process described below.

The accrual worksheets will be available to download on July 3rd around noon and will need to be submitted to accounting by July 9th. All WIOA/TAA career planners will have the opportunity to add manual accruals and adjust any auto accruals.

Note: All accruals should be made for unpaid participant expenses that have actually occurred on or before June 30th.

To Minimize Career Planner Workload:

1. Check participants' exit dates in IdahoWorks by June 28th, 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 July 3rd.

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.