

WIOAB 04-17

DATE: August 17, 2017
TO: All WIOA Subrecipients
FROM: Laurel McMahan, Workforce Programs Administration Manager
Administrative Services Division
SUBJECT: PY16 Transition of Participant Obligations



As we complete our transition to PY17, please be advised:

- Participant Obligation amounts for PY16 must be adjusted to equal actual PY16 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 PY16 client budget and then re-established as a PY17 client budget item.

In the IdahoWorks System

* Do verify that all PY16 client services and budget amounts are consistent with actual PY16 expenditures, as listed in IdahoWorks, plus any PY16 accruals that were submitted to Accounting by July 5, 2017, 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, 2017, please be sure to remove any unpaid budget amount, unless there is a pending accrual to be paid for PY16. Please set the budget amount to the sum of the actual PY16 expenditures plus the amount accrued and unpaid for PY16.

* DO routinely verify all of your PY17 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 Service end dates and Service status and update them for the most current information.

At the request of WIOA service providers, an additional reporting tool, called **IW Obligation Status Report**, has been developed to provide obligation status to the local office level, by program year. This report will summarize 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.

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.

The new tool will assist managers in tracking client obligations for the local office. This report will be sent to WIOA service provider management along with the Provider Monthly reports.

Questions may be directed to Larry Belisle, Aarron Tuckett or Chris Ramos.