


**WIOAB 12-16**

**DATE:** March 09, 2017  
**TO:** All WIOA Subrecipients  
**FROM:** John Taylor, Financial Executive Officer, Accounting Division   
**SUBJECT:** WIOA Quarterly Training Accrual Process

Quarterly accruals are required by the U.S. Department of Labor to fully report WIOA expenditures. Complete reporting of expenditures is critical to securing funding for the WIOA program.

In order to complete our quarterly accrual process for the current period, WIOA Provider staff can access the worksheet by logging into IdahoWorks and going to Resources, Resources Links Page, Workforce Professional Resources, Financial Forms, and clicking on the WIOA00.WIA Accrual Worksheet link.

The worksheet should be completed only for tuition costs for classes that have started. For each active WIOA participant, please:

- Review each active WIOA participant file
- If a participant has enrolled in occupational classroom training AND classes have started, complete the worksheet
- Complete the worksheet for TUITION costs only
- To ensure that all payments made for the month are reflected in IdahoWorks, no WIOA tuition payments will be processed between Monday, 03/27/2017 and Friday, 03/31/2017
- Email completed spreadsheet to Simon So at: [simon.so@labor.idaho.gov](mailto:simon.so@labor.idaho.gov), no later than April 5, 2017.

Note: For purposes of safeguarding WIOA participant personal information, NIC and MVYAS staff should exclude participant Social Security Numbers from the worksheet.

Thank you for your cooperation with this important process. If you have any questions, please contact Simon So at (208) 332-3570, ext. 3153.