


**WIOAB 10-19**

**DATE:** January 30, 2020  
**TO:** All WIOA Providers  
**FROM:** Danilo Cabrera  
**SUBJECT:** New guidance for paid work experience and internships based on new accounting system



Accounting has recently adopted a new system to process participant payments. This change will effect participants in paid work experiences and internships.

**Guidance:**

- Career planners need to confirm that addresses for participants in a work experience or an internship in IdahoWorks is correct.
- The address needs to be accurate in two places in IdahoWorks. See pictures below.
  - If address is incorrect career planner needs to:
    - Update address in IdahoWorks in both locations.
    - Send participants name and new address to:  
[WIOAPayroll@labor.idaho.gov](mailto:WIOAPayroll@labor.idaho.gov)
- New participants in a work experience or internship as of 1/30/2020 must have accurate addresses in IdahoWorks and on the W-4 submitted to: [WIOAPayroll@labor.idaho.gov](mailto:WIOAPayroll@labor.idaho.gov)
  - If participant address changes at any time career planners need to:
    - Update address in IdahoWorks in both locations.
    - Send participants name and new address to:  
[WIOAPayroll@labor.idaho.gov](mailto:WIOAPayroll@labor.idaho.gov)

**Note:**

- Please get the participants W-4 to [WIOAPayroll@labor.idaho.gov](mailto:WIOAPayroll@labor.idaho.gov) as soon as possible if you plan to provide a work experience or internship.
  - Sending the W-4 with the first time sheet will delay payments to the participant.
- If guidance is not followed payments to participants could be delayed.

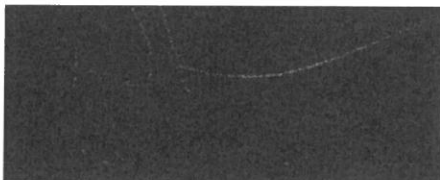
IdahoWorks address locations:

### Case Details for [REDACTED]

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

#### Universal Information

Contact Information



### WIOA Program Details for [REDACTED]

Click on the appropriate link to add, view, or edit the information. You will be restricted to information based on your privilege level.

Prog ID



Reassign Office



Reassign the office for this particular program registration.

Wages

Enter wage information.

Outcomes

Enter outcome information.

Mailing Address

View the client's mailing address information.  
(This is different than Mailing Address as displayed on Enrollment Details.)

If you have any questions regarding the purpose of these funds, please contact the Grants Management Unit.