


DATE: December 21, 2018
TO: All WIOA Subrecipients
FROM: John Taylor, Financial Executive Officer 
SUBJECT: Program Year PY18 Q2 Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA participant expenses through December 31th. If a **tuition** expenditure does not appear on the Participant Payment Register as of January 2nd, it has not been paid. The system will need to have accruals created for the **tuition** payments not made but activity has been incurred by December 31st, which will be provided by career planners utilizing the process described below.

The accrual workbook will be available to download on January 4th at noon and will need to submit to accounting by January 9th. All WIOA career planners can submit their accrue workbooks individually or combine with others.

*Note: Manual accruals should be made for unpaid **tuition** expenses that have been incurred on or before December 31st.*

To Minimize Career Planner Workload:

1. Check participants' exit dates in IdahoWorks by December 31st, 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 January 4th.

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.