


**DATE:** March 19, 2018  
**TO:** All WIOA Subrecipients  
**FROM:** John Taylor, Financial Executive Officer   
**SUBJECT:** Program Year PY18 Q3 Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA participant expenses through March 31<sup>th</sup>. If a **tuition** expenditure does not appear on the Participant Payment Register as of April 1<sup>st</sup>, 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 March 31<sup>st</sup>, which will be provided by career planners utilizing the process described below.

**The accrual workbook will be available to download on April 5<sup>th</sup> at noon and will need to submit to accounting by April 10<sup>th</sup>.** All WIOA career planners can submit their accrue workbooks individually but is recommended to combine with others and reviewed by supervisor.

*Note: Manual accruals should be made for unpaid **tuition** expenses that have been incurred on or before March 31<sup>st</sup>.*

**To Minimize Career Planner Workload:**

1. Check participants' exit dates in IdahoWorks by March 31<sup>st</sup>, 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 April 5<sup>th</sup>.

**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.**