


WIOAB 12-17

DATE: March 19, 2018
TO: All WIOA Subrecipients
FROM: John Taylor, Financial Executive Officer 
SUBJECT: Program Year PY17 Q3 Participant Accruals

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

The accrual workbook will be available to download on April 3rd at noon and will need to submit to accounting by April 6th. All WIOA career planners can submit their accrue workbooks individually.

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

To Minimize Career Planner Workload:

1. Check participants' exit dates in IdahoWorks by March 30th, 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 3rd.

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.