

WIOAB 18-16
TAAB #01-17

DATE: June 15, 2017
TO: All WIOA Subrecipients and TAA Providers
FROM: John Taylor, Financial Executive Officer
SUBJECT: Program Year (PY) 2016 WIOA and Trade Act FY 2017 Q3 Participant Accruals

Idaho Department of Labor accounting staff will continue to process WIOA/TAA participant expenses through June 23rd. All WIOA/TAA-04 forms received in Accounting by June 23rd will be paid in June. Accounting closes on 6/28/17. If an expenditure does not appear on the Participant Payment Register as of June 30th, it has not been paid. The system will need to have accruals created for payments not made but activity has been incurred by June 30th, which will be provided by career planners utilizing the process described below.

The accrual workbook will be available to download on June 29th at 1:00 p.m. Mountain Daylight Time and will need to submit to accounting by July 5th. All WIOA/TAA career planners can submit their accrue workbooks individually.

Note: Manual accruals should be made for unpaid participant expenses that have been incurred on or before June 30th.

To Minimize Career Planner Workload:

1. Check participants' exit dates in IdahoWorks by June 28th, 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. WIOA/TAA-04's must be received in Accounting by June 23rd in order to be paid in June.
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 prior to June 30.

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.