

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN12-46

Date: April 2, 2013

Expiration Date: 5/2/15

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR MARCH 31, 2013 - **DUE APRIL 19, 2013**

The purpose of this Information Notice is to provide instructions for the financial reporting requirements under the Workforce Investment Act (WIA) and related programs.

These instructions will be needed to report financial data from the following funding streams and grant codes (GC). (Note: Not all GCs apply to all three years of appropriation.)

### **YEARS OF APPROPRIATION (YOA) 2010, 2011, 2012:**

- Youth (GC 301)
- Adult (GC 200, 201, 202)
- Dislocated Worker (GC 499, 500, 501, 502)
- Rapid Response 25 Percent (GC 485, 507, 523, 527, 528, 535, 537, 540, 541, 545)
- WIA 15 Percent Statewide Activities (GC 192, 193, 442, 454, 456, 464, 471, 472, 474, 476, 477, 478, 480, 648)
- National Emergency Grants (NEG) (GC 338)
- Special Grants
  - Clean Energy Workforce Training Program (GC 804)
  - Disability Employment (GC 327, 328)
  - Foster Youth Self-Sufficiency (GC 811)
  - Promotoras (GC 150)
  - State Energy Sector Partnership (GC 146)

### **EXPENDITURE DATA:**

Expenditures for the above funding streams must be reported as cumulative from the beginning of the grant period to the end of the reporting quarter. Expenditure data is required to be reported on an accrual basis.

For reporting instructions, please refer to the Quarterly and Monthly Financial Reporting Requirements, WIA Directive [WSD12-3](#).

All **National Emergency Grant** financial data is required to be reported cumulative and on an accrual basis from grant inception through the end of each reporting period. **Each line item within the report must be equal to or greater than what had been**

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**reported in the previous quarterly report. If any entry is less than the previous entry, please contact Wai Tin Wong at (916) 653-8213 before filing the report.**

**SUBMISSION OF REPORTS:**

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business April 19, 2013.

Subgrantees **without access** to the JTA system for reporting purposes must submit quarterly financial reports to the address listed below (Attention: WIA Reporting Desk) or fax them to **(916) 654-9119** no later than close of business April 19, 2013.

**Except as noted below in CLOSEOUT INFORMATION, the submission of signed hard copies of financial reports is no longer required when reporting June 30th (4th quarter) financial information.**

**CLOSEOUT INFORMATION:**

All Subgrantees/entities with a subgrant agreement, interagency agreement or a GC (line item) that carries a term end date of March 31, 2013, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant agreement, interagency agreement or GC. A signed hard copy of the closeout report must be mailed to the address below. Failure to provide the closeout documents in a timely manner may impede future cash requests. Submit your package to the following address:

Attention: WIA Closeout Desk  
Financial Management Unit  
Workforce Services Division, MIC 69  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Closeout Handbook, WIA Directive [WSD09-12](#).

**TIMELINESS OF REPORTS AND CLOSEOUTS:**

For information on the affect of late reports or closeouts, please refer to the Late Monthly, Quarterly, Closeout, Audit and Participants Reports, WIA Information Notice [WSIN10-42](#).

**FOR ADDITIONAL INFORMATION:**

If you have questions on financial data, please contact Maria McNamara at (916) 653-0521. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division