

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN12-62

Date: May 23, 2013

Expiration Date: 6/23/15

69:222:wtw:16269

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE MONTHLY, QUARTERLY, CLOSEOUT, AUDIT AND PARTICIPANT REPORTS

The purpose of this notice is to advise all subrecipients of Workforce Investment Act (WIA) funds that late or incomplete filing of any of the following reports will impede future cash requests until the appropriate reports are filed. Subrecipients will be contacted to request the missing or incomplete reports. However, a cash hold will be implemented immediately once the due dates have passed and the information has not been received at the Employment Development Department (EDD).

The EDD is required by federal regulations to submit accurate financial reports to the Department of Labor (DOL) on a quarterly basis. Title 20 CFR Section 667.300(d) states that a final financial or closeout report is required after the expiration of a funding period or the termination of grant support. Therefore, all WIA grant recipients must submit their quarterly expenditure and closeout reports on time. The late filing of financial reports, single audit reports, and participant data is considered as noncompliance with the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement entered into with the State of California, EDD.

Financial Reports—Monthly, Quarterly, or Closeout

- For due dates and requirements for filing quarterly and monthly expenditure reports, refer to WIA Directive [WSD12-3](#), “Quarterly and Monthly Financial Reporting Requirements,” dated July 18, 2012.
- For due dates and requirements for closeouts, refer to WIA Directive [WSD09-12](#), “WIA Closeout Handbook,” dated March 3, 2010.

Single Audit Reports

- For the requirements for submitting single audit reports under WIA, refer to WIA Directive [WIAD05-16](#), “Audit Requirements,” dated May 25, 2006.

The EDD, an equal opportunity employer/program, is a partner in this publication. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Participant Reporting

- In addition to financial reports, the submission of participant data has now been included within the stipulations of this notice. If participant data is six months in arrears, it will impede future cash requests. Participant data submission is due the 20th of each month.

Please note that for a WIA subrecipient to request cash, the subrecipient must have a current User Registration Form (URF) on file with EDD. Subrecipients must report changes to any information on the URF, when the changes occur. Subrecipients must also review the URF at least annually and submit a new form to the EDD Fiscal Programs Division each July 1. Refer to WIA Directive [WSD12-1](#), "Cash Request Handbook", dated July 11, 2012.

If you have any questions about this notice, please contact Viviana Neet, Manager of the Financial Management Unit at (916) 653-9150.

/S/ JOSE LUIS MARQUEZ, Chief
Workforce Services Division