

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN12-11

Date: October 3, 2012  
Expiration Date: 11/3/14  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR SEPTEMBER 30, 2012—DUE  
OCTOBER 20, 2012

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, 523, 527, 528, 535, 537, 540, 541, 543, 545)
- WIA 15 Percent Statewide Activities (GC 192, 193, 442, 454, 456, 459, 460, 464, 471, 472, 474, 476, 477, 478, 479, 480, 648)
- National Emergency Grants (NEG) (GC 338, 341, 768, 775)
- Special Grants
  - Clean Energy Workforce Training Program (GC 804, 813)
  - Disability Employment (GC 327, 328)
  - 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 subgrant to the end of the reporting quarter. Expenditure data is required to be reported on an accrual basis.

*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.*

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 reported in the previous quarterly report. If any entry is less than the previous entry, please contact Wai Tin Wong at (916) 653-8213 or Roger Gadley at (916) 654-8060 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 October 20, 2012.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed 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 October 20, 2012.

**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 Local Workforce Investment Areas/Subgrantees with a subgrant agreement, interagency agreement or a GC (line item) that carries a term end date of September 30, 2012, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant agreement, interagency agreement or grant code. A signed hard copy of the closeout reports 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 Roger Gadley at (916) 654-8060. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division