



GUIDANCE

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT

GUIDANCE NAME: Documentation of Workforce On-line Reporting for Kentucky (WORK) System Monthly Expenditures

GUIDANCE NUMBER: 21-004
DATE OF ISSUE: Reissued March 20, 2024
EFFECTIVE DATE: February 9, 2021

APPLIES/OF INTEREST TO: Local Workforce Development Area (LWDA) staff

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HISTORY: Initially issued February 9, 2021; reissued March 1, 2023; reissued March 20, 2024; with no substantive change; thus, effective date remains the same.

BACKGROUND: This guidance is issued to provide direction to workforce system stakeholders and serve as guidance to assist grantees in complying with federal and state requirements and improve the integrity of financial information management systems. It is not intended to supplant, supersede, or replace information. Any omission of any applicable federal or state requirements from this document does not relieve a grantee from its responsibility to comply with that requirement.

PURPOSE: This guidance outlines procedures for Workforce On-line Reporting for Kentucky (WORK) system financial reporting to strengthen fiscal accountability and ensure conformity and consistency among local workforce development areas utilizing the system to report WIOA grant-related expenditures.

GUIDANCE: Local Workforce Development Boards (LWDBs) submitting Monthly Financial Status Reports (FSRs) in the (WORK) System are required to submit financial reports from their accounting system that substantiate the total amount of Current-Month Expenditures being reported for each grant.

LWDAs must submit documentation for each award, reporting the monthly expenditures, using the Document Upload tool offered within the LWDA's WORK System Application. The documentation uploaded must correspond to the grant's total monthly spending.
