

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF WORKFORCE DEVELOPMENT
AND
KENTUCKY WORKFORCE INNOVATION BOARD

PROCEDURE NAME: Trade Payments Reconciliation

PROCEDURE NUMBER: 23-004

DATE OF ISSUE: March 16, 2023

EFFECTIVE DATE: March 16, 2023

APPLIES/OF INTEREST TO: Kentucky Education and Labor Cabinet, Department of Workforce Development staff and Local Workforce Development Area staff

FOR FURTHER INFORMATION CONTACT: workforce@ky.gov

PURPOSE: Issuance of this procedure is based upon an internal need to provide guidance to Kentucky Education and Labor Cabinet (Cabinet) staff on the flow of information for the purpose of reconciling financial payments to the PIRL for calculation of WIOA primary indicators of performance.

BACKGROUND: The Participant Individual Record Layout (PIRL) was developed collaboratively by the U.S. Departments of Labor and Education as a part of the Workforce Innovation and Opportunity Act (WIOA) performance accountability related provisions. The PIRL provides a framework to help the public workforce development system meet federal reporting requirements while ensuring consistency and comparability across grantees and programs.

PROCEDURE:

Reconciliation of Financial Payments to the PIRL involves the following:

- Step One -- Financial information (i.e., ETA-9130s) shall be sent on a quarterly basis to the individual designated to submit the PIRL.
- Step Two -- Training Payment files, RTAA files and TRA files shall be extracted from the mainframe on a quarterly basis from the Commonwealth Office of Technology and provided to the individual designated to submit the PIRL.
- Step Three -- Files from the mainframe shall be reviewed and reconciled with the 9130 financial information prior to uploading into the PIRL.

Additional Information:

Upon receipt of Trade Training Payment files from each Local Workforce Development Area (LWDA), Department of Workforce Development (DWD) staff shall compare the quarterly expenses to the expenses entered in the Workforce Online Reporting for Kentucky System (WORKS). If a total provided by an LWDA does not match the WORKS financial file, DWD staff will contact the appropriate LWDA staff member with details of the discrepancy and determine the basis. Often, irregularities are due to reimbursements or credits having not been updated in WORKS in concert with the Trade report. Once DWD has determined the basis for discrepancy, it will send that information to Education and Labor Cabinet fiscal staff so that they can research possible errors in the WORKS system. If totals do not match after all data has been updated in WORKS, further consultation and collaboration with the LWDA is needed.
