



GUIDANCE

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

POLICY NAME: Financial Reporting Requirements

POLICY NUMBER: 23-006

DATE OF ISSUE: March 16, 2023

EFFECTIVE DATE: March 16, 2023

APPLIES/OF INTEREST TO: Kentucky Career Center (KCC) Staff and Local Workforce Development Areas (LWDA) staff

FOR FURTHER INFORMATION CONTACT: Grants Management, email:

OETLWIAREQUEST@ky.gov

PURPOSE: The purpose of this policy is to outline the timeline for financial reporting requirements and set the standards for Workforce Innovation and Opportunity Act (WIOA) fiscal reporting into the Department of Workforce Development (DWD) Workforce Online Reporting for Kentucky System (WORKS).

POLICY:

Local Workforce Development Areas (LWDAs) shall submit all financial information into WORKS monthly by the 20th calendar day of the following month. Should the 20th calendar day of the month fall on a weekend or holiday, the information shall be entered by close of business the next business day. Failure to enter all financial information necessary for DWD to produce monthly reports will result in delays of processing reimbursement requests and may require technical assistance for compliance.

Further, all expenses and drawdowns shall be taken from the oldest grant year first. Failure to adhere to this policy shall result in a monitoring finding.

In the event an issue should arise where WORKS is not available or your office anticipates not being able to meet the deadline, please send an email to OETLWIAREQUEST@ky.gov detailing the issue or occurrence so we can provide guidance.

Should you have any questions and/or concerns, please send an email to OETLWIAREQUEST@ky.gov.

REFERENCE:

WIOA Final Rules:

§ 683.300 - What are the reporting requirements for programs funded under the Workforce Innovation and Opportunity Act?

(a) General. All states and other direct grant recipients must report financial, participant, and other performance data in accordance with instructions issued by the secretary. Reports, records, plans, or any other data required to be submitted or made available must, to the extent practicable, be submitted or made available through electronic means. Reports will not be required to be submitted more frequently than quarterly within a time period specified in the reporting instructions.

(b) Subrecipient reporting.

(1) For the annual eligible training provider performance reports described in § 677.230 of this chapter and local area performance reports described in § 677.205 of this chapter, the state must require the template developed under WIOA sec. 116(d)(1) to be used.

(2) For financial reports and performance reports other than those described in paragraph (b)(1) of this section, a state or other grant recipient may impose different forms or formats, shorter due dates, and more frequent reporting requirements on subrecipients.

(3) If a state intends to impose different reporting requirements on subrecipients, it must describe those reporting requirements in its State WIOA Plan.

(c) Financial reports.

(1) Each grant recipient must submit financial reports on a quarterly basis.

(2) Local WDBs will submit quarterly financial reports to the governor.

(3) Each state will submit to the secretary a summary of the reports submitted to the governor pursuant to paragraph (c)(2) of this section.

(4) Reports must include cash on hand, obligations, expenditures, any income or profits earned, including such income or profits earned by sub recipients, indirect costs, recipient share of expenditures and any expenditures incurred (such as stand-in costs) by the recipient that are otherwise allowable except for funding limitations.

(5) Reported expenditures, matching funds, and program income, including any profits earned, must be reported on the accrual basis of accounting and cumulative by fiscal year of appropriation. If the recipient's accounting records are not normally kept on the accrual basis of accounting, the recipient must develop accrual information through an analysis of the documentation on hand.

(d) Performance reports.

(1) States must submit an annual performance report for each of the core workforce programs administered under WIOA as required by sec. 116(d) of WIOA and in accordance with part 677, subpart A, of this chapter.

(2) For all programs authorized under subtitle D of WIOA, each grant recipient must complete reports on performance indicators or goals specified in its grant agreement.

(e) Due date.

(1) For the core programs, performance reports are due on the date set forth in guidance.

(2) Financial reports and all performance and data reports not described in paragraph (e)(1) of this section are due no later than 45 days after the end of each quarter unless otherwise specified in reporting instructions. Closeout financial reports are required no later than 90 calendar days after the expiration of a period of performance or period of fund availability (whichever comes first) and/or termination of the grant. If required by the terms and conditions of the grant, closeout performance reports are required no later than 90 calendar days after the expiration of a period of performance or period of fund availability (whichever comes first) and/or termination of the grant.

(f) Format. All reports whenever practicable should be collected, transmitted and stored in open and machine readable formats.

(g) Systems compatibility. States and grant recipients will develop strategies for aligning data systems based upon guidelines issued by the Secretary of Labor and the Secretary of Education.

(h) Additional reporting. At the Grant Officer's or Secretary's discretion, reporting may be required more frequently of its grant recipients. Such requirement is consistent with 2 CFR parts 200 and 2900.
