



State of Arkansas
 Department of
WORKFORCESERVICES

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**Department of Workforce Services
 and
 Arkansas Workforce Investment Board Issuance PY 05-06**

From: Artee Williams, Director
 Sandra Winston, Executive Director

Date: February 13, 2006

SUBJECT: Monthly Expenditure Report -Youth Program Year 2004 and 2005 Cost Categories.

TO: Local Workforce Investment Areas/Service Providers

1. **Purpose:** The announcement of this policy is to change cost category requirements for reporting Monthly Expenditures for Youth PY04 and Youth PY05.
2. **General Information:** The core, intensive, and training cost categories will no longer be used to report Youth PY04 and PY05 expenditures. Effective immediately, the LWIA will report these monthly expenditures under cost category 275 Youth Program Expenditures.

Changes are as follows: Monthly Expenditure Report for Youth PY04 and PY05.

<u>Cost Category</u>	<u>Program Costs</u>
200	Core Services
300	Intensive Services
400/010	Training Services/Institutional Training Public
400/020	Training Services/Institutional Training Private
400/030	Training Services/on-the-Job Training
400/040	Training Services/Incumbent Worker Training
400/050	Training Services/Other Training

THE ABOVE CATEGORIES WILL BE COMBINED AND REPORTED UNDER COST CATEGORY 275 YOUTH PROGRAM EXPENDITURES.

3. **Action Required:** To report January Expenditures, each LWIA will need to report a negative amount in the current categories and add expenditures under the new cost category. Ex: as follows:

<u>Cost Category</u>	<u>Program Cost</u>	<u>Current Month</u>	<u>Cumulative</u>
200 (reported as of 12/31/05)	Core Services	5000.00	10000.00

On 02/15/06 report core services (10000.00) -0-

Use this example to adjust core, Intensive and all training cost categories.

EX:

ADD NEW CATEGORY:

	<u>Current Month</u>	<u>Cumulative Total</u>
275 Youth Program Expenditures	10000.00	10000.00

Report expenditures incurred from 04/01/05 thru 01/31/06 in cost category 275 Youth Program Expenditures on the February 15, 2006 Monthly Expenditure Report.

REVISED BUDGETS WILL NEED TO BE SUBMITTED TO WIA CASH ACCOUNTING WHEN THIS CHANGE HAS BEEN COMPLETED.

4. **Inquiries:** Questions regarding this Memorandum may be directed to Alma Valley, 501-682-3699, Joann Chatwood, 501-682-3702 or Dexter Brown, 501-537-5885.
5. **Completion Date:** Monthly Expenditure Report for January, 2006 due February 15, 2006.