



State of Arkansas  
Department of

**WORKFORCE**SERVICES

"America's Workforce Network"  
[www.arkansas.gov/esc](http://www.arkansas.gov/esc)

Mike Huckabee  
Governor

Artee Williams  
Director

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**Department of Workforce Services  
and  
Arkansas Workforce Investment Board Issuance PY05-14**

**FROM:** Artee Williams, Director  
Sandra Winston, Executive Director

**DATE:** May 26, 2006

**SUBJECT:** Request for Payment Supporting Documentation Policy

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**TO:** Local Workforce Investment Areas/Service Providers

1. **Purpose:** To incorporate a system to strengthen the Request for Payment internal controls at the State level by requiring Local Workforce Investment Areas/Service Providers to submit periodically the Request for Payment along with supporting documentation to the Department of Workforce Services (DWS), Office of Financial Management to ensure that the WIA funds being requested are used for allowable activities.
2. **General Information:** OMB Circular A-87 outlines the criteria used to determine if cost is allowable under Federal awards. Additionally, 29 CFR 97.20(b)(3) requires that grantees have effective controls and accountability in place for all grants and subgrant cash, real and personal property, and other assets. Grantees must also assure that funds are used solely for authorized purposes.

This Issuance implements policy requiring the Local Workforce Investment Areas/Service Providers to submit the Request for Payment and supporting documentation to the Department of Workforce Services (DWS), Office of Financial Management on a periodical basis as requested by WIA Accounting.

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3. **Action Required:** The Local Workforce Investment Areas/Service Providers must submit the Request for Payment and supporting documentation to the DWS, Office of Financial Management as requested and deemed necessary by WIA Accounting. Supporting documentation includes all documents (invoices, receipts, etc.) that support the expenditures for which the funds are being requested. **Please note: The AWIS accounting system will continue to be utilized for processing all Request for Payments.** Submit the requested information immediately to:

Arkansas Department of Workforce Services  
Office of Financial Management/ WIA Accounting  
Post Office Box 2981  
Little Rock, AR 72203

4. **Inquires:** Direct questions to Alma M. Valley, WIA Accounting Supervisor, 501/682-3699.
5. **Expiration Date:** Continuing.