



**Department of Workforce Services  
and  
Arkansas Workforce Investment Board Issuance PY 07-06**

**From:** Artee Williams, Director  
Kenneth Ferguson, Executive Director

**Date:** November 14, 2007

**Subject:** Revised Reporting in Arkansas Workforce Information Systems (AWIS)

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**To:** Local Workforce Investment Areas (LWIA)/Service Providers

1. **Purpose:** To provide accurate reporting to the Department of Labor on Administrative Costs. The Department of Labor now requires accurate tracking of Administrative Costs by each funding stream - Youth, Adult and Dislocated Workers.
2. **General Information:** Administrative costs no longer will be reported on a separate report. LWIAS's are now required to include Administrative costs on each Youth, Adult and Dislocated Worker report. Note: Each LWIA is still required to adhere to the "Up to 10% Maximum" for administration in each funding stream. A budget modification will still be required for any administrative fund transfers.
3. **Action required:**
  - A. Reflect the September CUMULATIVE Total from your September 2007 Monthly Administration Expenditure Report and allocate the total to each appropriate program (Youth, Adult, and Dislocated Worker).
  - B. Add October monthly Administrative costs to each funding stream to reflect the Cumulative Administrative Costs as of October 31, 2007.
  - C. On the Monthly Expenditure report in AWIS, Administrative costs will be reported on line item "LWIA Administration Cost Category Code (600)" for each program. (There will no longer be a separate expenditure report for LWIA ADMINISTRATION).
4. **Inquiries:** JoAnn Chatwood (501) 682-3702