



**Department of Workforce Services  
and  
Arkansas Workforce Investment Board Issuance PY 08-08**

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

**Date:** November 13, 2008

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

**SUBJECT:** Change to WIA Adult and Dislocated Worker Draw Down Procedures and AWIS Monthly Reporting Requirements

1. **Purpose:** To provide notice to WIA Title I Adult and Dislocated Worker sub-grant award recipients of the new requirement to both draw down funds and report monthly expenditures, by program year (PY) and by fiscal year (FY), for the adult and dislocated worker funding streams.
2. **General Information:** Pursuant to Training and Employment Notice (TEN) Number 12-07, dated October 1, 2007, Arkansas must implement a new Office of Management and Budget (OMB) approved quarterly financial reporting Form ETA 9130. Form ETA 9130 requires all ETA grantees to report by funding source (PY and FY).
3. **Action Required:** Effective October 15, 2008, LWIAs will be required to both draw down funds and report monthly expenditures in AWIS separately, by PY and by FY, for any WIA funding streams as applicable. **PY funding must be fully expended before FY funding is requested (FIFO method).**

Example

PY 2008 adult and dislocated worker programs are funded partly in July (PY 08 funding), with the balance made available in October (FY 09 funding). LWIAs must have drawn down all July (PY 08) funding prior to drawing down any portion of their October (FY 09) funding.

Cash requests and cash disbursements should be equal. Cash received is interpreted as meaning "cash deposited in subgrantee's account" as of the reporting period end date. Cash disbursements are the actual cash disbursements for direct charges for goods and services, the amount of cash paid out for indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and subcontractors. **Cash disbursed from the cash requests can never be greater than the amount of cash requested.**

**NOTE:** This new requirement in reporting cash receipts and cash disbursements does not affect the requirement to also report expenditures on the accrual basis of accounting.

4. **Inquiries:** JoAnn Chatwood at 501-682-3702
5. **Expiration Date:** Ongoing