

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR MARCH 31, 2007—DUE APRIL 20, 2007

The purpose of this bulletin is to provide instructions for the reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data from the following funding streams and grant codes (GC). (Note: GCs may differ depending on the year of appropriation.)

YEARS OF APPORPRIATION (YOA) 2004, 2005, 2006:

- Youth (GC 301, 302)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502, 504)
- Rapid Response 25 Percent (GC 226, 505, 507, 511, 513, 514, 519, 521, 522, 523, 525, 526, 527, 528, 535, 537, 540, 541, 543, 755)
- Veterans Pilot Project 25 Percent (GC 518)
- WIA 15 Percent Statewide Activities (GC 113, 114, 117, 169, 171, 174, 190, 192, 193, 195, 196, 199, 645, 647, 648, 671, 672, 673, 674, 675, 676, 685, 690, 691, 693, 694, 695, 696, 697, 698, 699, 756, 785, 786, 787, 789, 790, 792, 794, 796, 797)
- Wagner-Peyser (GC 811, 836, 837, 838)
- National Emergency Grants (NEG) (GC 752, 753, 754)
- Special Grants
 - Foster Youth (GC 769)
 - Disability Program Navigator Grant (GC 739)
 - Wired Initiative (GC 780, 783, 784)
- General Fund
 - Rural Simulation Labs (GC 088)
 - Health Care Workers Retraining (GC 094)
 - Emergency Freeze 2007 (GC 095, 096)

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).

EXPENDITURE DATA:

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

For reporting instructions, please refer to the Quarterly and Monthly Financial Reporting Requirements, WIA Directive [WIAD06-4](#).

REMINDER: Rapid Response Financial Reporting for Grant Codes 526, 540, and 541

It is no longer necessary to break out “required” and “allowable” activities under item V. Cumulative Expenditures and Item VI-2, Other Reportable Items-Unliquidated Obligations. This reporting change is explained in WIA Information Bulletin [WIAB05-88](#). The new WIA Summary of Expenditures form for reporting on Rapid Response GCs 526, 540, and 541 is available on page 18 of WIA Directive [WIAD06-4](#).

CLOSEOUT INFORMATION:

All Local Workforce Investment Areas/Subgrantees with a subgrant agreement, interagency agreement or a GC (line item) that carries a term end date of March 31, 2007, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant agreement, interagency agreement or grant code. **A signed hard copy of the closeout reports must be mailed to the address below. Failure to provide the closeout documents in a timely manner may impede future cash requests. Submit your package to the following address:**

Attention: WIA Closeout Desk
Financial Management Unit
Workforce Services Division, MIC 69
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Closeout Handbook WIA Directive [WIAD06-3](#).

SUBMISSION OF REPORTS:

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business on April 20, 2007.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed above or fax them to **(916) 654-9119** no later than close of business April 20, 2007. **(Please note: The fax number is new.)**

When the reporting deadline falls on a weekend or holiday, the reports are due the last working day prior to the reporting deadline.

FOR ADDITIONAL INFORMATION:

If you have questions on financial data, please contact Maria Elias at (916) 653-0521 or Julie Martin at (916) 653-5294, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division