

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN07-24

Date: January 9, 2008  
Expiration Date: 6/30/08  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR DECEMBER 31, 2007—DUE  
JANUARY 20, 2008

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 APPROPRIATION (YOA) 2005, 2006, 2007:

- Youth (GC 301, 302, 303)
- Adult (GC 200, 201, 202, 203)
- Dislocated Worker (GC 500, 501, 502, 503)
- Rapid Response 25 Percent (GC 463, 505, 507, 511, 513, 514, 518, 519, 521, 523, 525, 526, 527, 528, 535, 537, 540, 541, 542, 543, 545, 755, 759)
- Veterans Pilot Project 25 Percent (GC 518)
- WIA 15 Percent Statewide Activities (GC 113, 199, 462, 647, 648, 671, 672, 673, 674, 675, 676, 677, 685, 693, 699, 756, 772, 776, 785, 786, 787, 789, 790, 792, 794, 796, 797)
- National Emergency Grants (NEG) (GC 754, 758)
- Special Grants
  - Wired Initiative (GC 773, 780, 783, 784)
- General Fund
  - Rural Simulation Labs (GC 118)
  - Health Care Workers Retraining (GC 094)
  - Parolees with Barriers (GC 097)

### 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.

*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). TTY users, please call the California Relay Service at 711.*

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

### **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 January 20, 2008.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed below or fax them to **(916) 654-9119** no later than close of business January 20, 2008.

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

### **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 December 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](#).

### **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/ BILL BURKE  
Assistant Deputy Director  
Workforce Services Branch

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division