



Andrew M. Cuomo, Governor

Peter M. Rivera, Commissioner

**NEW YORK STATE
WORKFORCE DEVELOPMENT SYSTEM
TECHNICAL ADVISORY #11-2.3**

JANUARY 16, 2014

To: Workforce Development Community

Subject: UPDATED Financial Reporting and Cash Draw-down Policy and Procedures for Workforce Investment Act, Trade Adjustment Act and Other Federal Funding.

PURPOSE

The purpose of this Workforce Development System Technical Advisory (WDS-TA) is to notify Local Workforce Investment Areas (LWIAs) of the New York State Department of Labor's (NYSDOL's) policy and procedures for Financial Reporting and Cash Draw-down for Workforce Investment Act (WIA) funding, Trade Adjustment Act (TAA) funding and other Federal funding, including:

- Requirements for monthly expenditure reporting and cash reporting;
- Requirements for Cash draw-down requests; and
- Penalties for late reporting, inaccurate reporting and excess cash on hand.

In addition, this WDS-TA rescinds and replaces WDS-TA #11-2.2 (June 5, 2013) and WDS-TA #01-18.2 (August 25, 2004).

POLICY

1. Financial reports (e.g., expenditures and cash) for WIA, TAA, and all other federal funds allotted to a LWIA must be submitted monthly to NYSDOL.
2. A LWIA must not maintain an excess of five (5) days cash on hand.
3. A LWIA that does not: meet a reporting deadline; submit an accurate report; and/or maintain cash requirements will be subject to penalties upon notification from NYSDOL of the occurrence.

PROCEDURES

Reporting

The following presents procedures for monthly reporting of expenditures and cash, and procedures for requesting an extension on reporting deadlines.

Expenditure Reporting

Monthly expenditure reporting is required for: WIA and other federal discretionary funding; and TAA funding.

WIA and Other Federal Discretionary Funding

Monthly reporting of expenditures for WIA and other federal discretionary funding is to be done via the PeopleSoft financial reporting software. These monthly expenditure reports are due by the 20th day of the month following the month being reported. To report these monthly expenditures, all relevant entries in PeopleSoft must be approved by an authorized signatory of the LWIA by the due date. A PeopleSoft Procedural Manual is attached to this advisory as a resource. In addition, questions or comments concerning the use of PeopleSoft may be e-mailed to the DEWS mailbox at: dews.aers-taa@labor.ny.gov.

TAA Funding

Monthly reporting of expenditures for TAA funding is due by the 10th day of the month following the month being reported. To report TAA monthly expenditures, the TAA Expenditure Report must be submitted to the report mailbox at: dews.aers-taa@labor.ny.gov, with a copy to the FOTA representative of the LWIA. These reports must be signed by an authorized signatory of the LWIA.

Cash Reporting

WIA and Other Federal Discretionary Funding

Monthly WIA cash reporting includes two reports: Monthly Statement of Daily Cash Transactions (MSDTC); and Monthly Summary Cash Report (MSCR). These reports must be submitted to the report mailbox at: dews.aers-taa@labor.ny.gov by the 20th day of the month following the month being reported, with a copy to the FOTA representative of the LWIA. These reports must be signed by an authorized signatory of the LWIA.

TAA Funding

Monthly TAA cash reporting includes two reports: Monthly Statement of Daily Cash Transactions (MSDTC); and Monthly Summary Cash Report (MSCR). These reports must be submitted to the report mailbox at: dews.aers-taa@labor.ny.gov by the 10th day of the month following the month being reported, with a copy to the FOTA representative of the LWIA. These reports must be signed by an authorized signatory of the LWIA.

Extensions

A LWIA that cannot comply with a reporting due date must request an extension in writing prior to the due date, and receive approval of this extension, and submit the reports by the extended due date in order to avoid penalties. The request must provide the reason the extension is needed and the date that the report will be submitted. Extensions will be granted for up to 5 business days. NYSDOL reserves the right to deny extension requests.

Extension requests must be sent to the DEWS mailbox at: dews.aers-taa@labor.ny.gov. NYSDOL approval or denial of this request will be sent to the LWIA within one business day.

Cash Requests

Each LWIA must submit cash requests based on the immediate cash needs of the LWIA.

PENALTIES

A LWIA that fails to meet a reporting deadline, reports inaccurate information and/or has excess cash on hand will be notified by NYSDOL via e-mail on the day of the occurrence. The notification will be sent to the Local Workforce Investment Board Director and the Fiscal Manager for the LWIA.

The penalties for Late Reporting, Inaccurate Reporting and/or Excess Cash on Hand are described below.

Late Reporting

A LWIA that does not meet a reporting deadline will be subject to suspension of cash draw-downs until the LWIA submits their report.

A LWIA that demonstrates persistent late reporting must attend a formal meeting with NYSDOL to discuss mandatory technical assistance to address the problem. The LWIA's Local Workforce Investment Board Chair, Local Workforce Investment Board Director and Fiscal Manager will be required to attend the meeting.

Inaccurate Reporting

Upon notification from NYSDOL, a LWIA will have 24 hours to correct an inaccurate report. A LWIA that fails to meet this deadline will be subject to suspension of cash draw-downs until the monthly report is accurately reported.

Excess Cash on Hand

Upon notification from NYSDOL, a LWIA will have 24 hours to respond to excess cash on hand. The response to NYSDOL must include:

- An explanation for the error;
- Action(s) and timeframe to come into compliance.

The response to NYSDOL must be e-mailed to: dews.aers-taa@labor.ny.gov.

A LWIA that does not respond to the notification will be subject to suspension of cash draw-downs until a response is submitted.

A LWIA that demonstrates persistent excessive cash balances will be subject to NYSDOL review prior to the approval of individual cash orders. Further, the LWIA must attend a formal meeting with NYSDOL to discuss mandatory technical assistance to address the problem. The LWIA's Local Workforce Investment Board Chair, Local Workforce Investment Board Director and Fiscal Manager will be required to attend the meeting.

REFERENCES

20 CFR Part 667.200(a) WIA Final Rules; 29 CFR Parts 95 and 97.3.

WDS-TA #11-2.2, "UPDATED Guidance regarding Workforce Investment Act (WIA) and Trade Adjustment Act (TAA) Financial Reporting and Cash Draw-down Requirements" June 5, 2013.

WDS-TA #01-18.2, "Timely Submission of WIA, TANF Summer Youth, and Trade Adjustment Act Funds for Individual Training Plans Financial Reports – Revised Information" August 25, 2004.

INQUIRIES

Questions regarding this TA may be directed to: Sharie FitzGibbon at (518) 457-9060 or may be sent via e-mail to: dews.aers-taa@labor.ny.gov.

ATTACHMENTS

[PeopleSoft Procedural Manual 4-18-13 update.doc](#)