South Western Region 2
Workforce Investment Board

- Policies & Procedures Manual -

2699 Park Avenue, Suite 210 - Huntington, WV 25704
304.429.5900 PHONE * 304.429.1715 FAX

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Chapter One

Summary

WV Region II Workforce Investment Board, Inc. is currently using a computerized Program called QuickBooks to record all transactions. A third party service provider is currently contracted to oversee WV Region 2's input and administration of data entered into the system. This system is designed to produce a check register, deposit detail, general journals, general ledger, payroll register, accounts payable detail, income statement, balance sheet, and various other specialized reports. The program is easy to use and has two important features:

1. Capture all daily transactions (checks, invoices, bills, deposit slips, etc.) by entering them into the accounting system. QuickBooks makes this task significantly faster and more accurate than writing by hand.
2. QuickBooks summarizes records in reports to give a complete financial picture.

QuickBooks provides periodic updates which can be downloaded through the Internet. WV Region II currently is subscribed to the Premiere Non-Profit multi-user version of QuickBooks. The program allows for 5 users, including an administrator with full user rights. Each other user is allowed rights according to necessity. The administrator (Fiscal Manager) retains all user passwords under lock and key. The QuickBooks data file is backed up nightly with the backup facility used for the server management, currently administered by a third party computer consultant company.

Additionally, this program allows you to integration with Microsoft Excel, which is used to produce the management reports for the Region II WIB.

- INSERT CHART OF ACCOUNTS -

Chapter Two

Cash Receipts

1. Approximately every two weeks, the Fiscal Manager prepares a drawdown vs. expenses analysis for the Region II WIB Executive Director review. The Fiscal Manager uses the report to prepare a cash requisition report for submittal to WORKFORCE West Virginia. The report includes a list of each funding streams projections for no more than a 2 week period. The Requisition for Cash report is given to the Executive Director for signature. The Region II WIB office mails or hand delivers the request for cash and drawdown request form (provided by WORKFORCE West Virginia) to the WORKFORCE West Virginia Office, Attention: Fiscal Monitor. A copy of the drawdown request and Requisition for Cash Report is also provided to the third party accountant.
2. The Fiscal Monitor (WORKFORCE West Virginia employee) prepares a payment voucher to be submitted through the state processing system for payments.
3. The Fiscal Monitor prepares the information for a wire transfer, which includes the source, bank account number, and the amount of receipt.
4. The Fiscal Manager records all cash receipts in QuickBooks accounting system.
5. Periodically, refunded checks are received by the Region II WIB office. These checks usually arrive by mail and are opened by the Administrative Manager and stamped as received on that date. All checks are restrictively endorsed “For Deposit Only” by the Fiscal Manager.
6. The Region II WIB Administrative Manager then enters the check #, amount, name, and date received onto a refund check log that is maintained in the Region II WIB office in order to keep track of deposits made and to ensure reconciliation with bank records. The Executive Director reviews and initials the deposit log weekly.
7. Copies of the checks are attached to the Refund Check Log.
8. Refund checks are identified by funding stream and sent to Guaranty Bank for deposit by the Administrative Manager. Copies of deposit slips and deposit logs are sent to the third part financial reviewer weekly.
9. The Fiscal Manager posts the deposit in the QuickBooks accounting system and later reconciles with the monthly bank statement.

CASH REQUEST WORKSHEET

DATE: ________________

ADULT

Total Cash Needed ______________________ ________________ (PY__ Adult Budget)

Minus PY__ Draws ______________________

______________________ BALANCE

Minus PY__ Draws ______________________

______________________ BALANCE

Projected Expenditures
Through ____________

______________________ **CASH REQUEST**

DW

Total Cash Needed ______________________ ________________ (PY__ DW Budget)

Minus PY__ Draws ______________________

______________________ BALANCE

Minus PY__ Draws ______________________

______________________ BALANCE

Projected Expenditures
Through ____________

______________________ **CASH REQUEST**

YOUTH

Total Cash Needed ______________________ ________________ (PY__ Youth Budget)

Minus PY__ Draws ______________________

______________________ BALANCE

Minus PY__ Draws ______________________

______________________ BALANCE

Projected Expenditures
Through ____________

______________________ **CASH REQUEST**

Region II WIB
Checks Received Log
Month ________ Year ________

From/Description	Check #/Other	Amount	Program/Fund

Chapter Three

Accounts Payable and Cash Disbursement

1. All original invoices are date stamped by the Program Manager and prepared for approval for payment. An invoices received log is prepared by the Administrative Manager listing each invoice by invoice number, invoice date, amount, account number, vendor's name. This log and original invoices are submitted to the Executive Director for coding of funding stream, review and approval. An approved invoice received log and accompanying original invoices are sent to the Fiscal Manager to process the accounts payable log through the QuickBooks System. Any possible changes must be cleared and initialed by the Executive Director before processing.
2. The Fiscal Manager will enter the invoice in QuickBooks as a bill regardless if the check is processed the same day the accounts payable log is prepared. A check is processed for each vendor by the Fiscal Manager and all unsigned checks are returned, with the original log, to the Executive Director for first signature. The checks are then sent to the Administrative Manager for second signature and mailing to the vendor.
3. The Fiscal Manager enters the date the check is sent to the vendor on the accounts payable log and files the log.
4. The Administrative Manager stamps all invoices "PAID" and files them with the check number written on each invoice.
5. The Administrative Manager along with the supporting documentation mails the original checks to each vendor.
6. The Fiscal Manager is responsible for all blank checks, which are kept under lock and key.
7. All checks require dual signatures from authorized persons included on the bank's signature card. The Fiscal Manager does not maintain signature authority.
8. Cancelled checks are filed monthly with the bank statement and the bank reconciliation for cross-references.

South Western West Virginia Region 2 Workforce Investment Board
INVOICES RECEIVED LOG – WEEK OF ___________________

INVOICE #	INVOICE DATE	VENDOR NAME (MAKE CHECK PAYABLE TO)	AMOUNT	ACCOUNT LINE ITEM	FUNDING STREAM (QkBksClass)	Check#	Date Paid

Authorized By: ____ Check Numbers Entered By__________________________
Executive Director Date Date

Chapter
Four

Bank Reconciliation

1. Bank statements are received in the Region II WIB office via mail and are opened and stamped and received by the Administrative Manager.
2. The Executive Director reviews all information on the bank statement for accuracy and reconciles the refund check log with the bank statement. The Executive Director then signs off on a cover sheet indicating that the bank statement has been reviewed.
3. The bank statement is then given to the Fiscal Manager for reconciliation with the reconciliation feature in QuickBooks. The reconciliation is not finalized within the QuickBooks program until reviewed by the third party financial reviewer.
4. Paid checks will be examined for the date, name, cancellation, and endorsements periodically by the Executive Director.
5. Copies of the bank statement and bank prepared images of cancelled checks and deposits are sent to the third party financial reviewer. The reconciled bank balance is compared to the cash in the bank account in the General ledger and reviewed by the third party financial reviewer.
6. The Fiscal Manager takes appropriate action on all outstanding checks over 60 days old.
7. Once approved by the third party financial reviewer, the Fiscal Manager is authorized to finalize the bank reconciliation in QuickBooks. A copy of the completed bank reconciliation is forwarded to the third party financial reviewer. Once authorized, the reconciliation is forwarded to the Executive Director for approval. The bank reconciliations are filed and kept in a locked file drawer in the Fiscal Managers office with the original bank statements.
8. All bank reconciliations and are taken to the monthly LEO meetings for review by the Chair of the Local Elected Officials (LEO's). The LEO Chair signs a monthly affidavit that he/she has received and approved the corresponding bank reconciliation.
9. Voided checks will have "VOID" stamped or written across the checks and the signature line is blackened and cut through for security reasons. A voided check log is Maintained by the Administrative Manager and attached to the corresponding bank statement before sending to the Fiscal Manager so that the proper adjustments can be made in QuickBooks if the void was not initiated in QuickBooks.

Month of ______________, ________
Region II Workforce Investment Board, Inc.
Bank Reconciliation

Initial Bank Statement Review by:_____________________________
Date:____
(Executive Director)

Review by:____
Date:____
(Third party financial reviewer – attach email/other documentation of approval)

Review by:____
Date:____
(Executive Director)

Review by:____
Date:____
(LEO Chair)

AFFIDAVIT

I, ______________________________, Local Elected Official Chair, certify that I have received copies of the Region II WIB Investment Board, Inc. Reconciliation Summary for the following months:

______________________ __________
Month Year

____ ____________________
Signature of affiant Date

____
(Printed name, affiant)

____ ____________________
Signature of witness Date

____
(Printed name, witness)

Region II WIB

Checks Received Log

Month of ___________, ________

Issued To/Reason For Void:	Check #	Amount	Account #/Fund

Chapter
Five

Supportive Service/Scholarship/ITA Policy

Subject**: WORKFORCE WEST VIRGINIA SCHOLARSHIP POLICY Letter 3**

Effective Date:
Revisions July 17, 2001
Revisions May 21, 2002
Revisions January 28, 2003
Revisions November 18, 2003
Revisions June 22, 2004 *(1-yr Funding Allocation)*
Revisions April 27, 2005 (*$5,000 Trng. Cost Cap)*
Revisions August 2, 2005
Revised November 16, 2005
Revised October 26, 2006 *(Self Sufficiency Guidelines; Priorities)*
REVISED: April 24, 2008 - $2,000 Trng Cost Cap

PURPOSE

This policy outlines the process for the Region 2 WORK FORCE West Virginia Scholarship, which refers to the Individual Training Account (ITA) system established under the Workforce Investment Act of 1998 (WIA) to purchase training from a certified eligible provider of training services for adults, or dislocated workers who qualify for training services.

BACKGROUND

The Workforce Investment Act (WIA) Sec. 134(d)(4)(g)(l) and Subpart l 683.480 of 20 CFR provides for the Individual Training Account (ITA) established on behalf of participants to finance training services. With limited exceptions, the ITA shall be the primary method for accessing occupational training services. Training services must be provided in a manner that maximizes informed consumer choices in selecting an eligible provider. The local Workforce Invest Board (WIB) is responsible for establishing the criteria for determining the initial eligibility of certified providers of training services. The training facility must complete the West Virginia Workforce Investment Act Provider Application (Eligible Training Provider Application) and be approved as an eligible provider by the Workforce Investment Board. The Governor's Workforce Investment Division or its successor the agency responsible for maintaining and publishing the list of certified eligible providers of training services.

Training Services Includes:
1. Occupational skills training, including training for nontraditional employment;
2. On-The-Job Training;
3. Programs that combine workplace training with related instruction, may include cooperative education programs;
4. Training Programs operated by the private sector;

5. Skill Upgrading and Retraining;
6. Entrepreneurial Training;
7. Job Readiness Training;
8. Adult Education and Literacy activities provided in combination with services described in any clauses of 1 thru 7 AND
9. Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

<u>POLICY – SERVICE PROVDER</u>

- To be initially eligible to receive funds for the provision of training services, a provider must be:

    1. A post-secondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and provide a program that leads to an associate degree, baccalaureate degree, or certificate; or an entity that carries out programs under the National Apprenticeship Act; and have submitted an application to the Governor's Workforce Investment Office or its successors, that includes, but is not limited to, the following information: Name of institution or entity, programs to be offered and where and when they will be offered and cost of such programs.
    2. A public or private provider of training services and have submitted an application to the local WIB that includes, but is not limited to the name of the institution or entity, programs to be offered, and where and when they will be offered, and verifiable performance and cost information requested on the application form.

- The initial period of eligibility will be from July 1, 2000, until rescinded or modified by the Governor's Workforce Investment Office or its successor. Subsequent eligibility will require all training providers to submit an application to the local WIB that contains performance and cost information on an annual basis. The Governor reserves the right to require higher levels of performance based on the performance information submitted by a training provider for subsequent eligibility.

- The local Workforce Investment Board (WIB) will make the provider information forms available to providers of training through various means including each comprehensive One Stop Center. The providers of training will submit applications to the local WIB. Upon receipt of the application, the local WIB will establish a list of providers that will also include the required performance and cost information. If the provider does not meet the required performance levels it may be removed from the list of eligible providers.

<u>Exemptions to Application Requirements</u>

Programs that do not require application and certification eligibility include:

1. Short term pre-vocational services including "soft skills" training, Skill Upgrading, Retraining, Job Readiness, Adult Education and Literacy in combination with other training activity, if provided by contract with Region 2
2. Entrepreneurial Training
3. Customized Training
4. Insufficient Eligible Providers

5. Special Populations Provision

Appeal Process

When the Region 2 WIB staff does not approve a service provider's application, or their eligibility is terminated, the service provider has thirty (30) days of receipt of such notification, to request the One Stop Committee review the application. The written appeal should include reasons why the service provider feels the application should be approved and must be submitted to: The Executive Committee.

Executive Committee Chairperson
Region 2 Workforce Investment Board
2699 Park Avenue, Suite 210, Huntington, WV 25704

The Appeal Hearing is to take place within thirty (30) days of receipt of the written request. The hearing shall include a rendering as to why the application was not approved or their eligibility is terminated by the local WIB. The training provider will demonstrate as to why the decision should be reversed or a compromise established. The decision of The Executive Committee shall be provided to the service provider in writing. The Decision of the Executive Committee is Final.

WORK FORCE West Virginia Scholarship Eligible Provider List

- The Governor has designated the Governor's Workforce Investment Division or its successor as the agency accountable for the responsibility of maintaining and publishing a list of certified training providers for WORK FORCE West Virginia Scholarships.

The list of eligible training providers will be published in a brochure format. The eligible training provider list will also be posted on the Governor's Workforce Investment Division's website and linked with the One-Stop Centers.

The list of eligible training providers will contain the following information:

- Completion rates
- Wage at placement
- Percentage of participants obtaining license, certificate or degree, if applicable
- Rate of retention in unsubsidized employment
- Program cost

Invoicing System

The training provider will submit a payment invoice on each participant, to the Region 2 Workforce Investment Board on the following basis: Quarterly (for Clock Hour Programs); Quarterly or Semester (for credit Hour Programs);

If a participant drops out of the training program between disbursement periods, the balance due will be prorated. In order for payments to be made, the participant must be making satisfactory progress, defined as a 2.0 grade point average, its equivalent, or better.

A Copy of the Completion/Separation Form shall be attached to the Final Invoice. Last payment will not be released until the One-Stop Case Manager enters Completion/Separation Form in the MACC.

POLICY – PARTICIPANTS

1. Training costs payable by WIA shall not exceed a total of $2,000.00 per customer to include tuition and fees; with up to $500.00 reimbursement for books, supplies, tools, required equipment, and childcare. No payments will be made for training costs incurred prior to the time the WORK FORCE West Virginia Scholarship is granted. The training provider and/or participant shall provide documentation of ALL funding Sources and amounts to be applied toward total cost of training prior to approval of ITA Request for Funds.
2. Participants will be limited to one (1) occupational training cluster (lifetime) from Adult Funds; and One Occupational Training cluster for each layoff from Dislocated Worker Funds. However, any related occupational training, including entrepreneurial, that is requested at the same time will be considered as one occupational training cluster; not to exceed $2,000 maximum training costs.
3. Participants may transfer from a training institution of higher education to another training institution as long as the receiving institution accepts all accumulated hours, with no change in financial commitment.
4. Transfers will not be approved for participants attending providers of training other than institutions of higher education.
5. Funds shall not be approved for home study courses or sectarian activities; or for Training courses where the customer is unable to qualify for occupation because of physical, mental, or psychological conditions; or inability to pass required tests including drug test. Customer must pass required medical or drug test before commitment of funds is made. Test costs will be reimbursed upon completion of training and accepting of employment offer per benchmark schedule.
6. Workforce Investment Act funding shall not be provided for individuals changing programs unless a new scholarship application is completed.
7. No costs for any repeated course (s), lost books, etc, will be paid by WIA funding.
8. The participant is required to follow the Region 2 process for occupational training cluster assistance. The participant will also be required to apply for all other financial aid before WIA funding. . NON-REPAYABLE AWARDS, SUCH AS PELL GRANTS, WILL BE APPLIED TO TUITION/FEE COSTS BEFORE WIA PAYMENTS WILL BE MADE. If the training costs exceed the amount of scholarship from WIA, the participant is responsible for paying the remainder of the costs. The participant will pay such excess costs on the service provider's first invoice or make separate arrangements with the service provider, and list on the application/request (that is forwarded to Region 2 WIB for approval) how these excess costs will be paid.
9. Occupational Training must begin within 180 days of execution of The Region 2 Scholarship. Any new Scholarship issued after July 1, 2005, will be obligated for only One Year: July 1, 2008 – June 30, 2009 Students will be required to meet with the case manager in March of each program year to see if funds are available for the following program year.

Students on Region 2 Scholarships will have priority of funding to complete their training before new scholarships are issued; provided the participant provides one-stop Case Manager a copy of previous quarter/semester grades. Circumstances may sometimes permit participants that are determined WIA eligible may go up to six (6) semesters of training with the recommendation of the One Stop Case Manager and with the approval of the One Stop Site Coordinator. The One Stop Site Coordinator must sign under the Case Manager's name on the ITA as verification he/she has approved the recommendation. The total training cost **cannot exceed** the $2,000 cap for Tuition and Tuition Related Costs, including Required Uniforms, Required Trng Apparatus Fees, Licensing, and **the training program must be on the approved Training Provider list.** Additionally, approved WIA ITA may include up to $500.00 Reimbursement for Books, Eye Care and Child Care. However, the participant has the right to waive childcare in order to receive those funds for training purposes. The Case Manager is to write "participant wishes to waive all childcare" in the appropriate section on the Application/Award Request form and the participant must initial that section on the Award Request form.

10. The participant and the childcare provider must complete a Childcare Agreement. Childcare is for children age 14 and below, no special or eldercare: 1 child=$10 per day; 2 children +$6 per day, each additional child +$4 per day. Childcare is only to be paid when there is no other responsible adult living in the household to care for the children.

11. Demand Occupation Policy #13; Paragraph #4 – Attachment 13-A

12. WIA Funds should only be used for College Courses that are taken for credit and **NOT** for taking remedial training classes. Customer should be directed to Learning Center to bring up math and reading skills and then apply to college or they may take the remedial classes at the college level but not use WIA Funds while taking these courses, unless arranged through the Learning Center. Also WIA funds can only be used to fund last year; OR 2 of 4-year or longer program.

13. WIA funds should not be used to pick up the cost of training, when the customer has already started the training. Scholarship's for students already attending college will, start with the next full quarter or semester and not with the quarter or semester that is already in progress.

14. Participants progressing below a 2.0 overall grade point average (GPA) or its equivalent will be given only one more semester to bring their average up to or above the required 2.0 GPA level, or its equivalent.

15. Customers currently enrolled in a continuous training program required by their current employment, are not eligible for WIA funding.

16. **<u>Customers below the 100% Self-Sufficiency Guidelines</u>** –A customer who is working in a job at the time of application for training, and whose projected income for the next 12 months, based on the present hourly wage and number of hours worked per week, and is not listed as dependent on Federal Income Tax Return, puts them under the established level for 100% Lower Living Standard Income Levels for Establishing Self-Sufficiency Employment (Utilizing Current Guidelines) for the customers family size. Any customer not employed or underemployed for greater than one year must enroll and complete satisfactorily the Excel Program or its successor. Income shall exclude the sources applicable to and listed on the Current Guidelines for Exclusions From Family Income.

17. **Dislocated Worker –** Is any customer who meets the definition and/or eligibility rules under the WIA Law.

Exceptions to Region 2 WORKFORCE West Virginia Scholarship Policy

A waiver to the Scholarship policy may be granted as stated under Exemptions to Service Provider Application Requirements.

WIA eligible customers that are eligible for and are receiving training from other funding sources do not have to be placed on a centralized Scholarship waiting list when Region 2 funds are not available. WIA eligible customers may be registered or dual enrolled when participating in training through other agencies or programs such as National Emergency Grants, Trade Adjustment Act, Rapid Response Funding, State Set-a-side Funds or other agency funds. Customers will only be enrolled in a Region 2 Scholarship when the other funding sources provide the funds directly to Region 2 for the customer's training. If customer receives funding from more than one source, an allocation plan must be developed for dual enrollment.

Failure to Abide

Failure to abide by this policy relieves the Local Workforce Investment board of any obligation to pay for any costs incurred.

ORIENTATION PROCESS

PROCESS: POLICY FOR PARTICIPANTS – Scholarship Application & Attachments
ITA Scholarship Policy-Letter 3

I. Customer Enrolls with WORKFORCE WV

II. Customer Obtains WIA Packet

III. Customer Reports for Eligibility, *WorkKeys Reading and Math Assessment and if wanting ITA Occupational Training Scholarship must complete FASFA PIN #.

IV. Customer is Scheduled to meet with Case Manager

A. If On the Job Training (OJT) Candidate –
1. Begin IEP/OJT Orientation with discussion of purpose and objectives of OJT
2. If only interested in one employer-please send to Learning Center for 3rd Core Work Keys Assessment
3. Assign other Assessments if needed
4. Schedule Appointment with HRDF
5. Schedule 3rd WorkKeys Test, place in Job Readiness or Skill upgrading and complete IEP;

B. If Training other than OJT
1. Begin IEP/Orientation to WIA Process/discuss career goals, etc.
2. Labor Market Research
3. Demand Occupations
4. Schedule 3rd Core Work Keys Test
5. Determine pre-requisites to Occupation Training
6. Determine Financial Plan, including amount of Pell (must have Pell amount before financial discussion) and other sources of revenue.
7. Complete IEP and include Financial Plan

*Work Keys is a Core Service when used as an Assessment for Eligibility Only

V. Case Manager Provides the Following Information to the Region 2 Office for Financial Approval. Region 2 will then send notice of Award to Candidate with copy to One-Stop Case Manager for Candidate to sign Agreement of Award Acceptance.

A. Name
B. Social Security Number
C. Dislocation Date
D. Attending School (Yes/No)
E. Training Provider
F. Program/Duration of Training
G. Estimated Cost, Less Pell Award/If No Pell, List Reason
H. Funding (Adult; Dislocated Worker; Other (Non-formula/PELL, TAA…..) Participant Plan To Meet Excess Costs. If Veteran, review of services from Vet Representative In File
I. Estimated Start Date/ Request Date

THE ITA PROCESS

1. Must be:
    A. Vet Demand Occupation
    B. Dislocated Worker – Demand Occupation
    C. Adult – Excel Class – Demand Occupation

2. Have completed all eligibility requirements including FASFA

3. Search for other financial partners in Participant's training

4. Case Manager approves Course of Study

5. Forwards to Region 2 WIB for Final Financial Decision

6. If approved, Appropriate WIA Associates Notified;
   Award Letter Generated

WIB-PAY PROCESS:

*Provider Must Be in the MACC as a Registered/Approved Region 2 WIB Service Provider

*When Program Fees Increase, please update/resubmit Provider Application

1. Payments will be processed according to Rgn2WIB Policy Letter #3/Scholarship (Enclosed)
2. MACC Registration/Enrollment for Customer is Mandated
3. Student MACC Enrolment must match submitted Provider Invoice.
4. Statement shall be equal too OR LESS THAN ITA Itemization for Invoice Period
5. Statement shall include the following:
    A. Participant Name and Social Security Number (XXX-XX-1111)
    B. Program Enrollment Date
    C. Semester/Quarter Begin & End Date
    D. Cost Breakdown: Tuition, Books, Related Materials
    E. PELL/OTHER Award Applicable to Invoice Period
       Applicable PELL and other financial awards are applied to customer accounts prior to utilization of ITA monies; as per WIA Law.
    F. Amount Due
    G. Complete Name/Address of Training Provider and Contact Person
6. Statements shall be sent to:
   Angel Plante, Administrative Assistant
   Region 2 Workforce Investment Board
   2699 Park Avenue, Suite 210 - Huntington West Virginia 25704
7. Once Invoiced is received, verification of enrollment and funds is made via MACC/ITA
8. Invoice is processed through Invoice Template; Approved by Executive Director

9. Invoice-to-Business Office for Accounting Process; Checks signed by authorized signers
10. Check/Invoice/Applicable Documentation mailed to Service Provider by Admin. Asst.

STATEMENTS ARE FILED & PROCESSED BY DATE RECEIVED

Applicable to WIB Policy Letter #3 Bench Mark Schedule for Training 10 weeks or less

1. 50% @ Enrollment - 25% @ Completion - 25% @ 30 days employment/within 90 days/completion.
2. Special Fees Charged to Trainees prior to, or at the start of their training will be reimbursed to trainee with said amount being deducted from 50% Enrollment Provider Training Costs.
3. Required for 25% @ Completion: Completion Form must be submitted with Invoice
4. Required for final 25% payment to provider: Verification of 30 Days Employment. Acceptable via Check Stub; Letter on Employer Letterhead; Follow-up by WIA Case Manager or Supportive Services Division.

EMPLOYMENT AND WAGE VERIFICATION FOR TRAINING PROVIDERS

The following permission statement grants your authorization to contact current or future employers for information required by Section 136 of the Workforce Investment Act of 1998. The requirement for follow-up information concerning employment is a condition of my receiving federal funds. Follow-up information is required in the third quarter and fifth quarter after I exit from an ITA funded training program.

Region 2 Workforce WV Scholarship Policy Letter #03

For Training Ten (10) Weeks or Less.

The training provider will submit a payment invoice on each participant, to the Region 2 Workforce Investment Board on the following basis: Quarterly (for Clock Hour Programs); Quarterly or Semester (for credit Hour Programs); Ten (10) weeks or less by Performance Contract; and Applicable PELL allocation shall be shown on statement.
The Bench Marks for 10 weeks or less training shall be:

- 50%, awarded to participant and payable to Training Provider at the time of enrollment.
- 25% at completion of training and
- 25% after proof of 30 days of employment, providing employment is within 90-days of completion. If the participant receives Pell Grant or other financial assistance, Region 2 will pay 50% of the remaining balance and then follow the Bench Mark Schedule.

Completed Employment and Wage Verification must accompany Provider Invoice

OR
Forwarded directly to Region 2 Workforce Investment Board
for 25% Final Payment to Training Provider

I, ____________________________________, give my permission to the South Western West Virginia Region 2 Workforce Investment Board and its contractors to contact my current or future employer to release employment and wage information.

____ ____________________
Signature - Participant *Date*

____ ____________________
Signature - Training Provider *Date*

EMPLOYMENT AND WAGE VERIFICATION
The following employee information is required by Section 136 - Workforce Investment Act of 1998.
Information is being submitted at 30-days Employment within 90-days completion of training

____ ________ _____ ________
Participant/Employee Social Security Number

Date Training Completed___________________

Employer
____

Employer FEIN # _________________________

______________________________ ______________________________
Participant Hire Date 30 Day Employment Date

Job Title
____

Wage Rate _____________________________

____ _____________________________
Employer Representative/Name Signature

Title_________________________________ Date _______________

<u>*Copy of pay stub attached OR copy this letter to employer company letterhead</u>

Please return completed form and pay verification to:

☐ ____
____
____
____

☐ Angel Plante, Administrative Assistant * aplante@wvregion2.org
Region 2 Workforce Investment Board * www.wvregion2.org.
2699 Park Avenue, Suite 210 * Huntington, West Virginia 25704

Chapter Six

Payroll

1. Timesheets outlining time spent in each funding stream are kept by each employee and are summarized, totaled and submitted to the Administrative Manager for review, Leave of Absence review/log update. Payroll report is prepared and forwarded with Timesheets to the Executive Director.
2. The Executive Director reviews all timesheets for accuracy, and re-computes totals if deemed necessary.
3. Timesheets are signed by the employee and then approved by the Executive Director on a biweekly basis and given to the Fiscal Manager.
4. Payroll is prepared using QuickBooks. QuickBooks calculates the payroll taxes on the year–to-date amount instead of per transaction. QuickBooks automatically adjusts many flat-rate taxes, including Social Security, Medicare, State Unemployment etc.
5. The Executive Director submits to the Fiscal Manager an approved log no less than 2 days prior to the pay period. Based on the payroll log a check is prepared by the Fiscal Manager for each employee and the checks along with the log are returned to the Executive Director for signature. The Executive Director gives all checks to the Administrative Manager for second signature and distribution to employees.
6. The Fiscal Manager uses the time sheet to allocate payroll costs. Any payroll costs as identified directly benefiting a specific funding stream (i.e. Adult, Food Stamp Grant) are charged to that program and respective line item.
7. The Fiscal Manager electronically files the tax deposit each month based on the information from QuickBooks.
8. The third party financial reviewer prepares the quarterly and year-end tax reports and submits the report to the Executive Director to get an authorized signature on each report. The Administrative Manger mails the reports to the appropriate tax agency.

Adopted 2/28/08

Employee Timesheet

South Western West Virginia
Region II Workforce Investment Board
2699 Park Avenue, Suite 210 * Huntington, WV 25704
(304) 429-5900 * (304) 429-1715

Employee	*I.D.*	*Position/Classification*	*Pay Period*
XXXXXXX	9355	Administrative Assistant - 6/14/04	Feb 4 - Feb 15, 2008

Day	Date	RegHrs	LOA	Youth	WIA-A	WIA-D	Excel	ABAWD	Prog Inc	1-Stop
Mon	4-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Tue	5-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Wed	6-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Thu	7-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Fri	8-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Mon	11-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Tue	12-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Wed	13-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Thu	14-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
Fri	15-Feb-08	8.0		0.5	3.5	2	1	0.5		0.5
TOTAL HOURS		**80.0**		**5**	**35**	**20**	**10**	**5**		**5**

Employee Signature		Date:
Executive Director Signature		Date:
2008 Vacation Used To Date =		Sick Leave Used To Date =

Timesheet/e-mail to aplante@wvregion2.org; Mail Original/Signature-With LOA Forms Not Previously Submitted

LOA = V-Vacation; FH-Floating Holiday; S-Sick; LWP-Leave Without Pay

Equal Opportunity Employer/Program
Auxiliary Aids & Services Available Upon Request to Individuals With Disabilities

Chapter
Seven

Allocation of Costs

WV Region II Workforce Investment Board, Inc. combines its Title I administrative costs into one pool. The pool consists of total administrative costs for Adult, Youth, and Dislocated Worker. These cots are reported as a total administration for the WIA program.

The general approach of Region II Workforce Investment Board in allocating costs to particular grants and contracts is as follows:

A. All allowable direct cots are charged directly to programs, grants, activity, etc. Some cost categories may be charged directly to the Administrative cost category based upon the nature of the cost.

B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated. In most cases, the employee timesheet will be used to allocate payroll costs between each funding stream, and / or grant. (See Chapter 6)

C. All other allowable general, administrative and program costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution. Example: Funds given to the local One-Stops/WORKFORCE West Virginia Career Centers for job fairs, partner training, etc. will be charged to a cost pool established to accumulate such costs and later allocated by using the relative number of participants enrolled during an established timeframe, i.e. quarterly.

For specific cost allocation details, see attached Region II Workforce Investment Board "Cost Allocation Plan". The current Cost Allocation Plan prepared by a third party accountant has been ruled insufficient due to recently developed financial discrepancies. The report is attached, but will not be finalized until such problems are resolved.

Chapter
Nine

Financial Report