

Date: May 5, 2014

Sequence: 2014 – 6A

Topic: WIA RMS Process Change Exception for Grants that End and Liquidate the Same Quarter

Occasionally ODJFS ends and liquidates grants at the end of the same quarter to provide a maximum amount of time for agencies to perform services (for example- NEG grants). This scenario poses a challenge for reporting RMS costs during the last quarter of the grant; therefore, an exception has been made to the process outlined in BCFTA Update 2014- 6. This exception is used by combined agencies that have grants ending and liquidating on the same date. It is imperative that WIA areas report all eligible expenditures prior to the grant closing and the PA fund is paid back timely. The following outlines the important tasks and considerations.

1. Accruals cannot be recorded the last month of the quarter when the grant ends and liquidates at the same time; therefore, the PA fund must be paid for all RMS costs through the second month of the last quarter prior to the end of the quarter.

Example: NEG 26 ends and liquidates 6/30/14. On 6/30/14 the WIA Area will have paid back the PA for all NEG 26 RMS costs through 5/31/14.

2. RMS costs for the last month of the quarter will not be known until the month is over but still need to be reported as expenditures even though the funds were not disbursed. WIA agencies will report these expenditures by performing a coding adjustment. The Example below uses the coding for NEG 26; however, agencies will use the Project and Account coding associated with the individual grant when making the adjustment:

Example: NEG 26 RMS costs for June are \$1500

Project	Account	Amount	Comment
JFSFFW26E	529204	\$1500	Reporting Expense only – No check cut
JFSFFW102	501001	(\$1500)	Offsetting entry to balance cash

3. WIA fund pays back PA fund for the last month of the quarter RMS costs. These costs should be paid back within the quarter following the ending and liquidation date. Agencies will use this coding regardless of which grant was used.

Example: WIA fund pays PA Fund the \$1500 for June NEG 26 RMS costs before 9/30/14

Project	Account	Amount	Comment
JFSFFW800	529205	\$1500	Coding for PA fund reimbursement – Check is cut out of WIA fund

Please contact your ODJFS Fiscal Supervisor if you have any questions.