



**Illinois
Department of Commerce
& Economic Opportunity**

Pat Quinn, Governor

WIA NOTICE NO. 12-NOT-02

TO: Chief Elected Officials
Local Workforce Investment Board Chairpersons
Local Workforce Investment Board Staff
WIA Fiscal Agents and Grant Recipients
WIA Program Services Administrators
Illinois workNet® Operators
MIS Contacts
WIA State Agency Partners
Other Interested Persons

SUBJECT: WIA Provider Summary Reporting

DATE November 19, 2012

I. SUBJECT INDEX

Fiscal Reporting and Accountability
Governance

II. PURPOSE

To announce the method to report all Workforce Investment Act (WIA) contracts and contract values, as well as enrollment/registration agreements and their values, in the new reporting system available on Illinois workNet®.

III. ISSUANCES AFFECTED

A. References:

(20 ILCS 3975/) Illinois Workforce Investment Board Act, Section 7.2(3)

B. Rescissions:

None

www.ildceo.net

500 East Monroe
Springfield, Illinois 62701-1643
217/782-7500 • TDD: 800/785-6055

100 West Randolph Street, Suite 3-400
Chicago, Illinois 60601-3219
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118
Marion, Illinois 62959-1180
618/997-4394 • TDD: 800/785-6055

IV. BACKGROUND

In response to the implementation of the Workforce Investment Act, the Illinois Workforce Investment Board Act was passed in the 92nd General Assembly on July 1, 2002. The Illinois Workforce Investment Board (IWIB) is the State advisory board pertaining to workforce preparation policy. This Act provides the guidelines for composition of the IWIB, as well as all of the functions the Board must perform under WIA Statutes and regulations.

The General Assembly, through this state legislation, further requires the IWIB comply with specific reporting and posting requirements. Included in these requirements at Section 7.2(3) is a listing of all contracts and contract values for all workforce development training and service providers. In order to continue to provide optimum transparency, the Illinois Workforce Investment Board Act was amended in 2012 to require that all contracts and contract values must be posted on the Department of Commerce and Economic Opportunity's (DCEO) internet website. The posting requirements also apply to all service provider contracts and training provider enrollment/registration agreements and their values.

The Illinois workNet portal has been assigned as the State's primary internet website for providing information related to the services and benefits available through the Workforce Investment Act, as administered by the Governor, through DCEO, Office of Employment and Training (OET) and Illinois' workforce investment system. The portal also is used to transmit all policy documentation to the Local Workforce Investment Boards (LWIBs) and Local Workforce Investment Areas (LWIAs), and other grantees. The portal has been updated to provide a means to report all of the contracts and contract values as required by this provision of the IWIB Act through the WIA Provider Summary Reporting application. All grantees will be required to utilize the portal to report the appropriate information as described below.

V. COMPONENTS

In response to the requirement to report all contracts and contract values, all grantees must comply with the following reporting requirements:

- A. All grantees are required to report their provider contracts and contract values in the WIA Provider Summary Reporting application on the Illinois workNet website.
 1. Providers, for the purpose of these reporting requirements, include any training and/or service provider receiving funding through the Workforce Investment Act.
 2. Contracts and contract values refer to both service provider contracts and training provider enrollment/registration agreements.

3. Reporting requirements are in addition to any local fiscal system reporting requirements.
 4. All reported contracts or expenditures must be reviewed and approved by OET Fiscal staff before they will be approved and become viewable to the public.
- B. Reporting must be made on an annual Program Year (July 1 – June 30) basis.
1. Contracts and expenditures may be entered on an individual basis or can be combined as a summary of all contracts and expenditures for the program year.
 2. For providers that are both a training provider and a service provider, the contracts/expenditures should be entered separately.
 3. Combining of contracts and expenditures must be based on the assignment of costs for providers with locations in multiple Local Workforce Investment Areas (LWIAs); thus, if a provider has multiple LWIAs in which expenditures are executed, they must be entered per location of assignment. The location of assignment would be the location at which the participant attends training. If the training expenditures for a single provider are associated with multiple locations, the expenditures may be combined and reported for the location associated with the majority of the expenditures.

Example 1:

A provider is a community college. They have WIA customers who are students in their programs during the fall semester of 2012. There are 100 students enrolled in 11 different training programs at three locations: Springfield – Main Campus, Springfield – Downtown Extension Facility, and Litchfield Campus. Expenditures associated with students at the Springfield – Main Campus and Springfield – Downtown Extension Facility locations have all expenditures assigned to and executed through the main campus fiscal office in LWIA 20 and all students at the Litchfield campus have expenditures executed through the Litchfield fiscal office in LWIA 21.

For reporting purposes, the expenditures associated with the students at the Main Campus and Downtown Extension Facility may be combined and entered into the WIA Provider Summary Reporting system as a single “contract” and value for LWIA 20 and the expenditures associated with the students at the Litchfield Campus would be entered as a separate individual “contract” and value for LWIA 21.

Example 2:

A provider is both a training provider and a service provider operating in LWIAs 5, 6, and 10. The provider would be no less than six separate entries into the WIA Provider Summary Reporting application, one for their training provider values and one for their service provider values in each of the three LWIAs. The provider could choose to have more entries if they enter contracts on an individual basis.

4. For non-contract information (i.e., an Individual Training Account (ITA) that does not involve a formal contract procedure), the value of the entry should be based on the total expenditures for the provider.
 - a) In these instances, all of the expenditures of the total ITAs may be combined and entered into the reporting system as one “contract” or may be combined together with other contracts to be entered as a summary.
 - b) For providers that are both a training provider and a service provider, the information should be entered separately.
- C. Reporting must be made no later than October 31 for the prior program year contracts and expenditures.
 1. All contracts and contract values (or expenditures) executed for Program Year 2011 (July 1, 2011 through June 30, 2012), must be entered into the WIA Contract Summary Reporting application no later than December 31, 2012.

D. WIA Contract Summary Reporting Application

The reporting system will be maintained on the Illinois workNet portal. It is a searchable database, thus, it is important to enter accurate and detailed data. The information to be entered for each contract or expenditure includes:

1. Type of Provider – Training or Service.
2. LWIA – The Local Workforce Investment Area for which the contract is executed or expenditure is assigned.
3. Provider Information – Information includes the provider name and address. Providers with multiple locations will utilize each location for which a contract is executed or expenditure assigned.
 - a) The application will be loaded with current provider information and will be available in a drop-down box. Staff making entries into the application should utilize the drop-down option in selecting their provider information. If the provider information is not available, or a new location needs to be added, the provider location information will need to be added to IWDS before it is available in the application.
4. Status – Entries will be listed as Submitted, Pending, or Approved.
 - a) Submitted - Initial entries will be listed as Submitted once the LWIA completes the information and saves it. Modifications to an initial entry will default to Submitted for purposes of allowing for review.

- b) Pending – Entries received by OET – Fiscal staff and under review will be listed as pending.
 - c) Approved – Entries approved by OET – Fiscal staff are viewable to the public.
- 5. Description – A detailed description of the purpose of the contract or expenditure should be entered to allow for searches by interested parties.
 - 6. Amount – The amount of the contract should reflect the actual value of the contract. The amount of non-contract entries should reflect the sum of all expenditures assigned to this entry. The amount entered for contracts or expenditure entries should be based on the assignment to the appropriate location and should balance with entries in the local fiscal system.
 - 7. Contract Term – The contract term will be program year start and end date for summary entries or the actual contract start and end dates when individual entries are made.

E. Fiscal Guidance

Information entered into the WIA Provider Summary Reporting application is subject to review by OET monitoring staff. Failure to accurately report all required information and maintain supporting documentation may lead to formal findings outlined in a monitoring report.

VI. ACTION REQUIRED

All LWIAs, recipients and subrecipients shall review this notice and distribute it to all appropriate individuals within the organization.

In addition, staff from Illinois workNet and OET will be providing a webinar(s) to discuss the new WIA Contract Summary Reporting application. All LWIAs, recipients and subrecipients shall register their appropriate staff to attend the webinar(s) to learn about the new requirements and entry procedures. Further notice on the webinars will be provided once they are scheduled.

VII. INQUIRIES

Inquiries should be directed to DCEO, Charles Dooley, charles.dooley@illinois.gov.

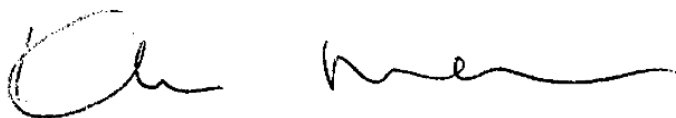
VIII. EFFECTIVE DATE

This notice is effective on release.

IX. EXPIRATION DATE

This notice will remain in effect until amended or rescinded by DCEO, Office of Employment and Training.

Sincerely,

A handwritten signature in black ink, appearing to read 'Therese McMahon', with a stylized, cursive script.

Therese McMahon, Deputy Director
Office of Employment and Training

TM:mb