

WIA Obligation Policy

Reference:

TEGL 28-10

Background:

As the grantee, the State of Nebraska has financial oversight responsibility of the Workforce Investment Act funds. In July 2012, the Nebraska Department of Labor deployed the WIA Request and Reporting System (WIARRS). The WIARRS, an on-line database is the mechanism by which the WIA local areas request their WIA funds from the State. The monthly financial request process allows the State grant oversight capabilities in a timely consistent format.

The WIARRS has been expanded to include an additional component to the database that will allow the local WIA areas to report WIA program obligations. For the purpose of this policy, an obligation will be defined as an encumbrance as outlined in TEGL 28-10. In accounting, an encumbrance means an anticipated expenditure or funds restricted for anticipated expenditures. It is important with budget reductions, mid-year recessions, and sequestrations that the State and local areas have a reasonable understanding of funds expended and funds anticipated to be spent. The purpose of this policy is to outline the process for reporting local area WIA obligations.

Action:

After the 10 day public review period, this policy is considered final. Questions and comments should be submitted in writing to Jan Fox, Policy Coordinator, jan.fox@nebraska.gov.

Policy:

Effective PY13/FY14 (July 1, 2013 – June 30, 2014) the local WIA areas will report their WIA program obligations to the State. The local areas have the option of directly entering their obligations in the WIARRS or obligations can be uploaded monthly in the WIARRS.

The State has worked individually with each of the local areas to determine their method of choice in reporting obligations. The timeline for implementation of reporting program obligations is as follows:

October 9–31, 2013:	System testing by local areas
November 5, 2013:	First report due covering the timeframe July 1, 2013 through October 31, 2013
December 5, 2013:	November report due

Subsequent monthly obligation reports will be due by the 5th of the following month.

Access requests to the obligation component of the WIARRS must be made by local area management. The Access Request Form, Attachment A, and the System Design User Guide (Attachment B) are included as part of this policy.

DRAFT

Obligation Access for the WIA Request and Reporting System

The Nebraska Department of Labor (“NDOL”) has established the WIA Request and Reporting System (RRS) to support local area sub grantee funding requests, as well as track obligations. The following form is required to gain access to the obligation system in RRS. Submit completed form to Joan Modrell via email, joan.modrell@nebraska.gov.

Requesting Access for:

First Name: _____

Last Name: _____

Title: _____

Email Address: _____

Select Local Grantee(s): *(circle all that apply)*

Greater Omaha

Greater Lincoln

Greater Nebraska

Rapid Response

State

Statewide

Select Application Role: *(circle one)*

System Administrator

System Power Users

System End User – Certify

System End User – Entry

Select Obligations Approval Level: *(circle one)*

Level 1 Approval – Final

Level 2 Approval – No Access

Level 2 Approval – Create, Edit, and Submit

Level 2 Approval – Inquiry Only

Requestor Signature: _____
Name Title Date