

Cash Draw and Expenditure Reporting
System Instructions for Allocated Funds

Workforce Forum

August 12, 2008

Highlights

- Reporting instructions for allocated funds.
- Full implementation by June 30, 2009.
 - Retroactive reporting to July 1, 2008.
- Requires written policies and procedures.
- Expanded cost classification guidance for:
 - Monitoring
 - Property management
 - Preparing reports/documentation
 - Profit
- Employment Services administration:
 - Up to 10% of funds expended under allocation.

Highlights

- **Option to request to report administration in excess of administrative caps for certain programs.**
 - Available for eligible grant awards (see page 8) that begin after June 30, 2008.
 - Initial request due: May 29, 2009.
 - Subsequent requests due: November 15, annually.
 - Use request template provided in WD Letter.
 - Fiscal-TA available to assist with cost classification efforts.

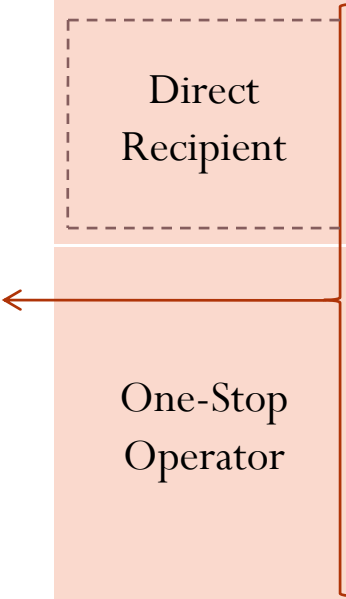
Highlights

- **New administrative cost categories:**
 - Administration (Direct Recipient only)
 - Administration (One-Stop Operator only)
 - Monitoring (Exception: WIA Program Monitoring)
 - Sum of these must not exceed administrative cost cap.
- **New programmatic cost categories:**
 - Program Management & Support (Direct Recipient only)
 - Subrecipient Operating Costs (Non-One-Stop Operator)
 - Support Services - Work Related Incentives

Applicable Cost Categories by Entity

Entity	Cost Categories for Administrative-Type Costs	Cost Categories for Non-Administrative-Type Costs
Direct Recipient	Administration (Direct Recipient only)	Program Management & Support (Direct Recipient only)
One-Stop Operator	Administration (One-Stop Operator only)	Direct Program, Support Services, Work Subsidy, Purpose 3 or 4, IDAs, Non-Recurrent Short-term Services, Assistance, Rapid Response
Subrecipients*	Subrecipient Operating Costs (Non-One-Stop Operator)	Direct Program, Support Services, Work Subsidy, Purpose 3 or 4, IDAs, Non-Recurrent Short-term Services, Assistance, Rapid Response

Count Against Admin Cap



*Entities other than Direct Recipients and One-Stop Operators that are Subrecipients.