



# Mississippi Valley Workforce Development Board

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## Finance Committee Meeting Agenda

Wednesday, March 22, 2023, at 3:00 p.m.

### Join Zoom Meeting

<https://us02web.zoom.us/j/83258651167?pwd=A2ceAJaBrZlKnnXIanb15PhQCPym1Z.1>

Meeting ID: 832 5865 1167      Passcode: 398120

One tap mobile: [+13126266799](tel:+13126266799),[83258651167#](tel:+13126266799)

Called to Order	Lori Bassow
Roll Call	Mandy Tripp
*Excused Absences	Lori Bassow
*Approval of Agenda	Lori Bassow
*Approval of Previous Minutes	Lori Bassow
Financial Updates	Miranda Swafford
WIOA Financial Report (Page 6)	Kassie Ruth
*February Program Invoice (Page 25)	Kendra Schaapveld
*February One Stop Operator Invoice (Page 32)	Nick Clayton
*Fiscal Agent Invoice (Page 34)	Kassie Ruth
Non-WIOA Financial Report (Page 38)	Kassie Ruth
Support Services Policy Modification (Page 41)	Kendra S/Miranda S
Other Business	
Public Comment	
*Adjourn	Lori Bassow

\*Items Requiring a Vote    \*\* Items Requiring a Roll Call vote

### Accommodations

Accommodations are available upon request for individuals with disabilities.

If you need accommodation, please contact Andrea Taylor. [associate@mississippivalleyworkforce.org](mailto:associate@mississippivalleyworkforce.org) or at 1-844-967-5365



# Mississippi Valley Workforce Development Board

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## **Finance Committee Meeting Minutes**

Wednesday, February 22, 2023, at 3:00 p.m.

**Members Present:** Lori Bassow, Cory Bergfeld, Kelley Brown, Joyce Stimpson, and Jack Willey

**Members Absent:** Ali Debus and Angela Rheingans

**CEOs Present:** none

**Staff Present:** Miranda Swafford, Executive Director, Andrea Taylor, Associate Director and Mandy Tripp, Executive Assistant

**Fiscal Agent Staff:** Kassie Ruth

**Service Provider Staff:** Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance, Cheryl Tipsword, Project Accountant, Shannon Weaver, Operations Manager, Taylor Longstreth, Operations Manager

**One-Stop Operator:** Nick Clayton

### **CALL TO ORDER**

Bassow called the meeting to order at 3:03 p.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **EXCUSED ABSENCES**

Debus and Rheingans had unexcused absences.

### **APPROVAL OF AGENDA**

Brown made a motion to approve the agenda, seconded by Bergfeld and the motion carried.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

Brown made a motion to approve the meeting minutes, seconded by Willey and the motion carried.

### **FINANCIAL UPDATES**

Swafford advised we withdrew our rapid response funds request due to the inability to agree on the scope of work with IWD. Bassow requested to review the Budget Modification Policy again which was approved on 1/4/2023 at the Finance Committee Meeting and 2/20/23 at the Full Board Meeting.

### **\*JANUARY PROGRAM INVOICE**

Schaapveld shared the adult budget is on track with \$67,667.55 expended in January. The Dislocated Worker expended \$40,398.56, and the youth budget combined expenditures at

\$112,178.50. NDWG expended \$6,170.65. Bergfeld made a motion to accept the final invoices, seconded by Brown, and the motion was carried.

**ONE-STOP OPERATOR JANUARY INVOICE**

Clayton advised the expenditures are \$7,913.82 of the contracted budget which is mostly salaries and travel, and there was nothing to note, it was close to the same as in previous months. Willey made a motion to accept the invoice, seconded by Brown, and the motion was carried.

**\*FISCAL AGENT INVOICE – CIJDC**

Ruth presented one invoice for January, the CIJDC wages invoice for \$3999.00 for 32.5 hours. Willey motioned to approve the invoice, seconded by Bergfeld, and the motion carried.

**WIOA FINANCIAL REPORT**

Ruth presented budget expenditures for Adult, Dislocated Workers, Youth, and NDWG. The remaining budget after expenditures is \$2,730,173.36. The total budget for the PY22 is \$4,714,560.85. Ruth advised the administrative budget has 62% remaining, Adult has 52% remaining, DW has 47% remaining, NDWG has 91% remaining and the Youth budget has 61% left to expend.

**NON-WIOA FINANCIAL REPORT**

Ruth advised \$3750.65 Ticket to Work funds have been expended with 91% of the TTW funds remaining. Ruth will provide a breakdown of where the funds were spent moving forward.

**TRANSFER REQUEST**

Schaapveld advised there have been a lot of layoffs and this is a typical request this time of year. The request is to move \$30,000 to the Dislocated Worker budget from the Adult budget. Willey made a motion to approve the transfer request, Bergfeld seconded, and the motion carried.

**SUPPORT SERVICES POLICY MODIFICATION**

Swafford presented the policy to request the mileage reimbursement change to lower the rate due to the dislocated worker support services line item being near exhaustion. Reducing the mileage rate would result in the ability to serve more customers. After a lengthy discussion and Schaapveld advising, she has \$7,300 remaining in support services and no additional funds that can be moved. The federal rate increased to 65.5 cents per mile. Willey advised the county reimburses at a lower rate. Bergfeld made a motion to table this topic until the next meeting and the committee requests more data/numbers to back up the request. Brown seconded the motion and the motion carried.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNED**

Willey made a motion to adjourn the meeting, seconded by Stimpson, the motion carried, and the meeting was adjourned by Bassow at 3:57 p.m.



# WIOA Financial Report

**CIJDC**

**WIOA Statement of Rev & Exp YTD  
For the Month Ending February 28th, 2023**

	Administration	Adult Program	Dislocated Worker Program	NDWG Program	Youth Program Out of School
<b>WIOA Grant Revenues</b>					
WIOA Grant - Administration	\$216,403.43				
WIOA Grant- Adult		\$622,665.47			
WIOA Grant- Dislocated Worker			\$477,787.28		
WIOA Grant- NDWG				\$31,534.30	
WIOA Grant- Youth Out of School					\$663,842.41
WIOA Grant- Youth In School					
<b>TOTAL</b>	<b>\$216,403.43</b>	<b>\$622,665.47</b>	<b>\$477,787.28</b>	<b>\$31,534.30</b>	<b>\$663,842.41</b>
<b>WIOA Expenses</b>					
Board Salaries and Benefits	\$114,769.10	\$23,336.84	\$20,885.92	\$362.83	\$15,993.78
Fiscal Agent Costs	\$51,153.00	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$0.00	\$35,048.53	\$35,048.53	\$0.00	\$27,082.92
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$0.00	\$2,580.00
One Stop Operator	\$0.00	\$20,962.67	\$20,962.67	\$0.00	\$15,721.98
60110-60190 Salaries 60310-60330 & 60610-60560	\$0.00	\$158,139.51	\$156,532.23	\$14,307.24	\$287,091.06
Payroll Taxes, Fringe / Work Comp	\$0.00	\$36,061.02	\$32,997.03	\$3,610.95	\$71,996.02
60850 Mileage & Travel	\$22,585.54	\$6,483.63	\$6,511.42	\$50.00	\$16,178.47
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$3,825.92	\$3,873.30	\$35.00	\$9,689.13
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$1,604.78	\$1,730.68	\$3,940.22	\$3,682.30
65610 Reimbursable Equipment	\$2,235.07	\$0.00	\$0.00	\$0.00	\$1,749.99
62510-62520 Resource Sharing Allocation	\$0.00	\$4,093.54	\$2,637.13	\$0.00	\$10,284.69
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,226.66	\$11,633.83	\$9,917.05	\$0.00	\$17,912.61
Information Technology	\$4,321.75	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$6,383.50	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$769.80	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$9,640.56	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$534.11	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$23,138.14	\$22,340.93	\$2,056.92	\$43,658.34
Management Fee	\$0.00	\$33,423.84	\$26,609.88	\$2,991.76	\$55,993.41
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00	\$14,913.24
67408 Instructional Training	\$0.00	\$176,192.78	\$45,369.00	\$0.00	\$13,207.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$67,890.38	\$86,493.84	\$0.00	\$24,075.42
67426 Individual Career Services- New Service	\$0.00	\$1,699.00	\$3,649.00	\$0.00	\$0.00
67422 On the Job Training	\$0.00	\$25,251.44	\$21,026.30	\$0.00	\$251.79
67418,67420 Client Awards/Incentives	\$0.00	\$12,285.84	\$0.00	\$4,179.38	\$44,479.07
5% WEX Markup	\$0.00	\$1,262.58	\$1,051.31	\$0.00	\$745.67
<b>Unobligated/Unbudgeted Grant</b>	<b>\$0.00</b>	<b>\$1,293.87</b>	<b>\$1,113.73</b>	<b>\$0.00</b>	<b>\$2,277.50</b>
<b>TOTAL</b>	<b>\$216,403.43</b>	<b>\$622,665.47</b>	<b>\$477,787.28</b>	<b>\$31,534.30</b>	<b>\$663,842.41</b>

**CIJDC**

**WIOA Statement of Rev & Exp YTD  
For the Month Ending February 28th, 2023**

	<b>Youth Program In School</b>	<b>One Stop Operator</b>	<b>Year To Date</b>	<b>Total Annual Budget</b>
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration		\$0.00	\$216,403.43	\$493,239.03
WIOA Grant- Adult		\$20,962.67	\$643,628.14	\$1,206,299.98
WIOA Grant- Dislocated Worker		\$20,962.67	\$498,749.95	\$851,657.99
WIOA Grant- NDWG		\$0.00	\$31,534.30	\$234,163.40
WIOA Grant- Youth Out of School		\$15,721.98	\$679,564.39	\$1,375,634.61
WIOA Grant- Youth In School	\$192,333.52	\$5,240.68	\$197,574.20	\$553,565.84
<b>TOTAL</b>	<b>\$192,333.52</b>	<b>\$62,888.00</b>	<b>\$2,267,454.41</b>	<b>\$4,714,560.85</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$5,331.25	\$0.00	\$180,679.72	\$304,440.97
Fiscal Agent Costs	\$0.00	\$0.00	\$51,153.00	\$68,196.31
Subleases	\$9,027.63	\$0.00	\$106,207.61	\$155,006.09
Contractual RFP's	\$860.00	\$0.00	\$3,440.00	\$75,275.01
One Stop Operator	\$5,240.68	\$0.00	\$62,888.00	\$107,391.09
60110-60190 Salaries 60310-60330 & 60610-60560	\$88,664.82	\$38,736.22	\$704,734.86	\$1,128,481.24
Payroll Taxes, Fringe / Work Comp	\$22,285.26	\$8,553.70	\$166,950.28	\$309,655.26
60850 Mileage & Travel	\$4,825.36	\$2,174.73	\$56,634.42	\$123,341.35
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,079.71	\$485.87	\$20,739.82	\$41,202.41
62830, 62860 Outreach & Public Relations / Job Fairs	\$549.09	\$0.00	\$12,054.65	\$74,000.00
65610 Reimbursable Equipment	\$577.04	\$0.00	\$4,562.10	\$123,707.81
62510-62520 Resource Sharing Allocation	\$2,367.06	\$0.00	\$19,382.42	\$29,569.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$5,209.48	\$906.77	\$47,899.63	\$73,370.57
Information Technology	\$0.00	\$0.00	\$4,321.75	\$7,000.00
Dues & Subscriptions	\$0.00	\$0.00	\$6,383.50	\$10,000.00
Meeting Expenses	\$0.00	\$0.00	\$769.80	\$4,000.00
Conferences and Trainings	\$0.00	\$0.00	\$9,640.56	\$15,000.00
Printing	\$0.00	\$0.00	\$534.11	\$4,000.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$15,000.00
Indirect Cost	\$13,304.28	\$5,260.76	\$104,498.61	\$191,476.82
Management Fee	\$15,133.75	\$6,769.95	\$134,152.64	\$202,730.45
65602, 65603 Work Experience	\$7,678.66	\$0.00	\$22,591.90	\$459,092.82
67408 Instructional Training	\$0.00	\$0.00	\$234,768.78	\$374,891.64
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$50,000.00
67412 Customer Support Service	\$4,846.31	\$0.00	\$183,305.95	\$307,287.07
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$5,348.00	\$25,324.40
67422 On the Job Training	\$0.00	\$0.00	\$46,529.53	\$225,746.26
67418,67420 Client Awards/Incentives	\$7,450.00	\$0.00	\$68,394.29	\$72,414.26
5% WEX Markup	\$383.93	\$0.00	\$3,443.49	\$22,954.64
<b>Unobligated/Unbudgeted Grant</b>	<b>\$759.89</b>	<b>\$0.00</b>	<b>\$5,444.99</b>	<b>\$114,005.41</b>
<b>TOTAL</b>	<b>\$192,333.52</b>	<b>\$62,888.00</b>	<b>\$2,267,454.41</b>	<b>\$4,714,560.88</b>

**CIJDC**

**WIOA Statement of Rev & Exp YTD  
For the Month Ending February 28th, 2023**

	<u>Remaining Budget</u>
<b>WIOA Grant Revenues</b>	
WIOA Grant - Administration	\$276,835.60
WIOA Grant- Adult	\$562,671.84
WIOA Grant- Dislocated Worker	\$352,908.04
WIOA Grant- NDWG	\$202,629.10
WIOA Grant- Youth Out of School	\$696,070.22
WIOA Grant- Youth In School	\$355,991.64
<b>TOTAL</b>	<u>\$2,447,106.44</u>
<b>WIOA Expenses</b>	
Board Salaries and Benefits	\$123,761.25
Fiscal Agent Costs	\$17,043.31
Subleases	\$48,798.48
Contractual RFP's	\$71,835.01
One Stop Operator	\$44,503.09
60110-60190 Salaries	\$423,746.38
60310-60330 & 60610-60560	
Payroll Taxes, Fringe / Work Comp	\$142,704.98
60850 Mileage & Travel	\$66,706.93
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$20,462.59
62830, 62860 Outreach & Public Relations / Job Fairs	\$61,945.35
65610 Reimbursable Equipment	\$119,145.71
62510-62520 Resource Sharing Allocation	\$10,186.58
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$25,470.94
Information Technology	\$2,678.25
Dues & Subscriptions	\$3,616.50
Meeting Expenses	\$3,230.20
Conferences and Trainings	\$5,359.44
Printing	\$3,465.89
Special Initiatives	\$15,000.00
Indirect Cost	\$86,978.21
Management Fee	\$68,577.81
65602, 65603 Work Experience	\$436,500.92
67408 Instructional Training	\$140,122.86
Incumbent Worker Training	\$50,000.00
67412 Customer Support Service	\$123,981.12
67426 Individual Career Services- New Service	\$19,976.40
67422 On the Job Training	\$179,216.73
67418,67420 Client Awards/Incentives	\$4,019.97
5% WEX Markup	\$19,511.15
<b>Unobligated/Unbudgeted Grant</b>	<u>\$108,560.42</u>
<b>TOTAL</b>	<u>\$2,447,106.47</u>

**CIJDC**  
**WIOA Statement of Revenue and Expenses- Administration YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Administration Budget	Remaining Budget	
<b>WIOA Grant Revenue</b>				
<b>WIOA Grant - Administration</b>	\$216,403.43	\$493,239.03	\$276,835.60	56.13%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$114,769.10	\$210,757.90	\$95,988.80	45.54%
Fiscal Agent Costs	\$51,153.00	\$68,196.31	\$17,043.31	24.99%
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$0.00	\$0.00	\$0.00	#DIV/0!
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$0.00	#DIV/0!
60850 Mileage & Travel	\$22,585.54	\$30,000.00	\$7,414.46	24.71%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$5,000.00	\$4,763.24	95.26%
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$15,000.00	\$14,452.42	96.35%
65610 Reimbursable Equipment	\$2,235.07	\$5,000.00	\$2,764.93	55.30%
62510-62520 Resource Sharing Allocation	\$0.00		\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$3,226.66	\$8,500.00	\$5,273.34	62.04%
Information Technology	\$4,321.75	\$7,000.00	\$2,678.25	38.26%
Dues & Subscriptions	\$6,383.50	\$10,000.00	\$3,616.50	36.17%
Meeting Expenses	\$769.80	\$4,000.00	\$3,230.20	80.76%
Conferences and Trainings	\$9,640.56	\$15,000.00	\$5,359.44	35.73%
Printing	\$534.11	\$4,000.00	\$3,465.89	86.65%
Special Initiatives	\$0.00	\$15,000.00	\$15,000.00	100.00%
Indirect Cost	\$0.00	\$0.00	\$0.00	#DIV/0!
Management Fee	\$0.00	\$0.00	\$0.00	#DIV/0!
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Unobligated/Unbudgeted Grant</b>	\$0.00	\$95,784.82	\$95,784.82	100.00%
<b>TOTAL</b>	<b>\$216,403.43</b>	<b>\$493,239.03</b>	<b>\$276,835.60</b>	

**CIJDC**  
**WIOA Statement of Revenue and Expenses- Adult YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Adult Budget	Remaining Budget	
<b>WIOA Grant Revenue</b>				
<b>WIOA Grant- Adult</b>	\$643,628.14	\$1,206,299.98	\$562,671.84	46.64%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$23,336.84	\$30,108.27	\$6,771.43	22.49%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$35,048.53	\$51,152.00	\$16,103.47	31.48%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
60110-60190 Salaries	\$158,139.51	\$300,175.82	\$142,036.31	47.32%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$36,061.02	\$82,368.25	\$46,307.23	56.22%
60850 Mileage & Travel	\$6,483.63	\$30,162.57	\$23,678.94	78.50%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,825.92	\$7,760.00	\$3,934.08	50.70%
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,604.78	\$7,500.00	\$5,895.22	78.60%
65610 Reimbursable Equipment	\$0.00	\$4,500.00	\$4,500.00	100.00%
62510-62520 Resource Sharing Allocation	\$4,093.54	\$8,103.00	\$4,009.46	49.48%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$11,633.83	\$19,312.00	\$7,678.17	39.76%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$23,138.14	\$47,965.65	\$24,827.51	51.76%
Management Fee	\$33,423.84	\$50,784.73	\$17,360.89	34.19%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$176,192.78	\$241,891.64	\$65,698.86	27.16%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$67,890.38	\$100,000.00	\$32,109.62	32.11%
67426 Individual Career Services- New Service	\$1,699.00	\$6,000.00	\$4,301.00	71.68%
65602 Work Based Learning	\$25,251.44	\$96,717.92	\$71,466.48	73.89%
67422 On the Job Training	\$12,285.84	\$25,000.00	\$12,714.16	50.86%
5% WEX Markup	\$1,262.58	\$4,835.90	\$3,573.32	73.89%
<b>Unobligated/Unbudgeted Grant</b>	\$1,293.87	\$6,073.53	\$4,779.66	78.70%
<b>TOTAL</b>	<b>\$643,628.14</b>	<b>\$1,206,299.98</b>	<b>\$562,671.84</b>	

**CIJDC**  
**WIOA Statement of Revenue and Expenses- Dislocated Worker YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Dislocated Worker Budget	Remaining Budget	
<b>WIOA Grant Revenues</b>				
<b>WIOA Grant- Dislocated Worker</b>	\$498,749.95	\$851,657.99	\$352,908.04	41.44%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$20,885.92	\$30,108.27	\$9,222.35	30.63%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$35,048.53	\$51,152.00	\$16,103.47	31.48%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
60110-60190 Salaries	\$156,532.23	\$238,216.57	\$81,684.34	34.29%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$32,997.03	\$65,366.63	\$32,369.60	49.52%
60850 Mileage & Travel	\$6,511.42	\$24,249.00	\$17,737.58	73.15%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,873.30	\$5,793.41	\$1,920.11	33.14%
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,730.68	\$5,000.00	\$3,269.32	65.39%
65610 Reimbursable Equipment	\$0.00	\$3,000.00	\$3,000.00	100.00%
62510-62520 Resource Sharing Allocation	\$2,637.13	\$5,125.00	\$2,487.87	48.54%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$9,917.05	\$15,069.12	\$5,152.07	34.19%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$22,340.93	\$37,737.80	\$15,396.87	40.80%
Management Fee	\$26,609.88	\$39,955.75	\$13,345.87	33.40%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$45,369.00	\$75,000.00	\$29,631.00	39.51%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$86,493.84	\$116,306.64	\$29,812.80	25.63%
67426 Individual Career Services- New Service	\$3,649.00	\$5,000.00	\$1,351.00	27.02%
65602 Work Based Learning	\$21,026.30	\$40,586.26	\$19,559.96	48.19%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$1,051.31	\$2,029.31	\$978.00	48.19%
<b>Unobligated/Unbudgeted Grant</b>	\$1,113.73	\$6,073.53	\$4,959.80	81.66%
<b>TOTAL</b>	<b>\$498,749.95</b>	<b>\$851,657.99</b>	<b>\$352,908.04</b>	

**CIJDC**  
**WIOA Statement of Revenue and Expenses- NDWG YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	NDWG Budget	Remaining Budget	
<b>WIOA Grant Revenue</b>				
<b>WIOA Grant- NDWG</b>	\$31,534.30	\$234,163.40	\$202,629.10	86.53%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$362.83	\$3,358.26	\$2,995.43	89.20%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
One Stop Operator	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$14,307.24	\$31,311.53	\$17,004.29	54.31%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$3,610.95	\$8,591.88	\$4,980.93	57.97%
60850 Mileage & Travel	\$50.00	\$1,406.25	\$1,356.25	96.44%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$35.00	\$210.00	\$175.00	83.33%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,940.22	\$4,000.00	\$59.78	1.49%
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$0.00	\$513.45	\$513.45	100.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$2,056.92	\$4,384.05	\$2,327.13	53.08%
Management Fee	\$2,991.76	\$4,641.72	\$1,649.96	35.55%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$4,179.38	\$175,746.26	\$171,566.88	97.62%
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>Unobligated/Unbudgeted Grant</b>	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>TOTAL</b>	<b>\$31,534.30</b>	<b>\$234,163.40</b>	<b>\$176,057.42</b>	



**CIJDC**  
**WIOA Statement of Revenue and Expenses- Youth Combined YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Youth Budget	Remaining Budget	
<b>WIOA Grant Revenues</b>				
<b>WIOA Grant- Youth</b>	\$877,138.59	\$1,929,200.48	\$1,052,061.89	54.53%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$21,325.04	\$30,108.27	\$8,783.23	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$36,110.55	\$52,702.09	\$16,591.54	31.48%
Contractual RFP's	\$3,440.00	\$25,091.67	\$21,651.67	86.29%
One Stop Operator	\$20,962.66	\$35,797.03	\$14,834.37	41.44%
60110-60190 Salaries	\$375,755.88	\$558,777.32	\$183,021.44	32.75%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$94,281.28	\$153,328.50	\$59,047.22	38.51%
60850 Mileage & Travel	\$21,003.83	\$37,523.53	\$16,519.70	44.02%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$12,768.84	\$22,439.00	\$9,670.16	43.10%
62830, 62860 Outreach & Public Relations / Job Fairs	\$4,231.39	\$42,500.00	\$38,268.61	90.04%
65610 Reimbursable Equipment	\$2,327.03	\$111,207.81	\$108,880.78	97.91%
62510-62520 Resource Sharing Allocation	\$12,651.75	\$16,341.00	\$3,689.25	22.58%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$23,122.09	\$29,976.00	\$6,853.91	22.86%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$56,962.62	\$101,389.32	\$44,426.70	43.82%
Management Fee	\$71,127.15	\$107,348.25	\$36,221.10	33.74%
65602, 65603 Work Experience	\$22,591.90	\$321,788.64	\$299,196.74	92.98%
67408 Instructional Training	\$13,207.00	\$58,000.00	\$44,793.00	77.23%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$28,921.73	\$90,980.43	\$62,058.70	68.21%
67426 Individual Career Services- New Service	\$0.00	\$14,324.40	\$14,324.40	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418, 67420 Client Awards/Incentives	\$51,929.07	\$72,414.26	\$20,485.19	28.29%
5% WEX Markup	\$1,129.60	\$16,089.43	\$14,959.83	92.98%
<b>Unobligated/Unbudgeted Grant</b>	<b>\$3,037.39</b>	<b>\$6,073.53</b>	<b>\$3,036.14</b>	<b>49.99%</b>
<b>TOTAL</b>	<b>\$877,138.59</b>	<b>\$1,929,200.48</b>	<b>\$1,052,061.89</b>	
<b>WEP- 20% Expected Expenditure</b>				
Board Staff Salaries	\$1,816.44			
Staff Wages	\$86,533.06			
Client Wage Subsidy	\$20,690.32			
Client Wages Taxes	\$1,901.58			
WEX Markup 5%	\$1,129.60			
On the Job Training	\$0.00			
Client Awards / Incentives	\$26,775.00			
VR Headsets for WBL Training	\$2,327.03			
<b>Total WEP Expenditures</b>	<b>\$141,173.03</b>	<b>\$385,840.10</b>	<b>\$244,667.07</b>	<b>63.41%</b>

**CIJDC**  
**WIOA Statement of Revenue and Expenses- Youth Out of School YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Youth Out of School Budget	Remaining Budget	
<b>WIOA Grant Revenue</b>				
<b>WIOA Grant- Youth Out of School</b>	\$679,564.39	\$1,375,634.61	\$696,070.22	50.60%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$15,993.78	\$22,581.20	\$6,587.42	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$27,082.92	\$39,526.57	\$12,443.65	31.48%
Contractual RFP's	\$2,580.00	\$18,818.75	\$16,238.75	86.29%
One Stop Operator	\$15,721.98	\$26,847.77	\$11,125.79	41.44%
60110-60190 Salaries	\$287,091.06	\$440,923.84	\$153,832.78	34.89%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$71,996.02	\$120,989.50	\$48,993.48	40.49%
60850 Mileage & Travel	\$16,178.47	\$28,172.53	\$11,994.06	42.57%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$9,689.13	\$17,371.00	\$7,681.87	44.22%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,682.30	\$34,000.00	\$30,317.70	89.17%
65610 Reimbursable Equipment	\$1,749.99	\$88,966.25	\$87,216.26	98.03%
62510-62520 Resource Sharing Allocation	\$10,284.69	\$12,061.00	\$1,776.31	14.73%
Professional Services and Business Expenses	\$17,912.61	\$24,230.00	\$6,317.39	26.07%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$43,658.34	\$79,968.28	\$36,309.94	45.41%
Management Fee	\$55,993.41	\$84,668.24	\$28,674.83	33.87%
65602, 65603 Work Experience	\$14,913.24	\$118,740.63	\$103,827.39	87.44%
67408 Instructional Training	\$13,207.00	\$58,000.00	\$44,793.00	77.23%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$24,075.42	\$60,765.12	\$36,689.70	60.38%
67426 Individual Career Services- New Service	\$0.00	\$6,580.47	\$6,580.47	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418,67420 Client Awards/Incentives	\$44,479.07	\$56,931.28	\$12,452.21	21.87%
5% WEX Markup	\$745.67	\$5,937.03	\$5,191.36	87.44%
<b>Unobligated/Unbudgeted Grant</b>	<b>\$2,277.50</b>	<b>\$4,555.15</b>	<b>\$2,277.65</b>	<b>50.00%</b>
<b>TOTAL</b>	<b>\$679,564.39</b>	<b>\$1,375,634.61</b>	<b>\$696,070.22</b>	

**WEP- 20% Expected Expenditure**

Board Staff Salaries	\$1,362.33			
Staff Wages	\$62,962.72			
Client Wage Subsidy	\$13,659.85			
Client Wages Taxes	\$1,253.39			
WEX Markup 5%	\$745.67			
On the Job Training	\$0.00			
Client Awards / Incentives	\$22,425.00			
VR Headsets for WBL Training	\$1,749.99			
<b>Total WEP Expenditures</b>	<b>\$104,158.95</b>	<b>\$291,020.10</b>	<b>\$186,861.15</b>	<b>64.21%</b>

**CIJDC**  
**WIOA Statement of Revenue and Expenses- Youth In School YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	Youth in School Budget	Remaining Budget	
<b>WIOA Grant Revenues</b>				
<b>WIOA Grant- Youth In School</b>	\$197,574.20	\$553,565.84	\$355,991.64	64.31%
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$5,331.25	\$7,527.07	\$2,195.82	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$9,027.63	\$13,175.52	\$4,147.89	31.48%
Contractual RFP's	\$860.00	\$6,272.92	\$5,412.92	86.29%
One Stop Operator	\$5,240.68	\$8,949.26	\$3,708.58	41.44%
60110-60190 Salaries	\$88,664.82	\$117,853.47	\$29,188.65	24.77%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$22,285.26	\$32,338.99	\$10,053.73	31.09%
60850 Mileage & Travel	\$4,825.36	\$9,351.00	\$4,525.64	48.40%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,079.71	\$5,068.00	\$1,988.29	39.23%
62830, 62860 Outreach & Public Relations / Job Fairs	\$549.09	\$8,500.00	\$7,950.91	93.54%
65610 Reimbursable Equipment	\$577.04	\$22,241.56	\$21,664.52	97.41%
62510-62520 Resource Sharing Allocation	\$2,367.06	\$4,280.00	\$1,912.94	44.69%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$5,209.48	\$5,746.00	\$536.52	9.34%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$13,304.28	\$21,421.03	\$8,116.75	37.89%
Management Fee	\$15,133.75	\$22,680.01	\$7,546.26	33.27%
65602, 65603 Work Experience	\$7,678.66	\$203,048.01	\$195,369.35	96.22%
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$4,846.31	\$30,215.31	\$25,369.00	83.96%
67426 Individual Career Services- New Service	\$0.00	\$7,743.93	\$7,743.93	100.00%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67418,67420 Client Awards/Incentives	\$7,450.00	\$15,482.98	\$8,032.98	51.88%
5% WEX Markup	\$383.93	\$10,152.40	\$9,768.47	96.22%
Unobligated/Unbudgeted Grant	\$759.89	\$1,518.38	\$758.49	49.95%
<b>TOTAL</b>	<b>\$197,574.20</b>	<b>\$553,565.84</b>	<b>\$355,991.64</b>	
<b>WEP- 20% Expected Expenditure</b>				
Board Staff Salaries	\$454.11			
Staff Wages	\$23,570.34			
Client Wage Subsidy	\$7,030.47			
Client Wages Taxes	\$648.19			
WEX Markup 5%	\$383.93			
On the Job Training	\$0.00			
Client Awards / Incentives	\$4,350.00			
VR Headsets for WBL Training	\$577.04			
<b>Total WEP Expenditures</b>	<b>\$37,014.08</b>	<b>\$97,006.70</b>	<b>\$59,992.62</b>	<b>61.84%</b>

**CIJDC**  
**WIOA Statement of Revenue and Expenses- One Stop Operator YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	OSO Budget	Remaining Budget	
<b>WIOA Grant Revenues</b>				
WIOA Grant- Adult	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
WIOA Grant- Dislocated Worker	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
WIOA Grant- Youth	\$20,692.66	\$35,797.03	\$15,104.37	42.19%
<b>TOTAL</b>	<b>\$62,618.00</b>	<b>\$107,391.09</b>	<b>\$44,773.09</b>	<b>41.69%</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$0.00	\$0.00	\$0.00	#DIV/0!
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$38,736.22	\$51,464.97	\$12,728.75	24.73%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$8,553.70	\$12,718.82	\$4,165.12	32.75%
60850 Mileage & Travel	\$2,174.73	\$5,605.00	\$3,430.27	61.20%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$485.87	\$1,045.00	\$559.13	53.51%
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$0.00	#DIV/0!
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
Professional Services and Business Expenses	\$906.77	\$1,109.00	\$202.23	18.24%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$5,260.76	\$7,503.63	\$2,242.87	29.89%
Management Fee	\$6,769.95	\$7,944.64	\$1,174.69	14.79%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>5% WEX Markup</b>	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
<b>TOTAL</b>	<b>\$62,888.00</b>	<b>\$87,391.06</b>	<b>\$3,619.79</b>	

**Administration:**

	<b>PY21 Carryover</b>	<b>FY22 Carryover</b>	<b>PY 22</b>	<b>FY23</b>	<b>Cumulative Totals</b>
Grant	\$22,556.31	\$144,567.72	\$178,978.00	\$147,137.00	\$493,239.03
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$95,784.82	\$95,784.82
Total Obligated Funds	\$22,556.31	\$144,567.72	\$178,978.00	\$51,352.18	\$397,454.21
Expenditures to Date	\$22,556.31	\$144,567.72	\$49,279.40	\$0.00	\$216,403.43
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$129,698.60	\$51,352.18	\$181,050.78
Unspent Funds	\$0.00	\$0.00	\$129,698.60	\$51,352.18	\$181,050.78
Funds that can be carried over	\$0.00	\$0.00	\$178,978.00	\$147,137.00	\$326,115.00

**Dislocated Workers:**

	<b>FY22 Carryover</b>	<b>PY 22</b>	<b>FY 23</b>	<b>Cumulative Totals</b>
Grant	\$180,288.99	\$159,003.00	\$512,366.00	\$851,657.99
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$180,288.99	\$159,003.00	\$507,406.20	\$846,698.19
Expenditures to date	\$180,288.99	\$159,003.00	\$159,457.96	\$498,749.95
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$352,908.04	\$352,908.04
Unspent funds	\$0.00	\$0.00	\$352,908.04	\$352,908.04
Funds that can be carried over	\$0.00	\$31,800.60	\$102,473.20	\$134,273.80

**Adult:**

	<b>FY22 Carryover</b>	<b>PY22</b>	<b>FY23</b>	<b>Cumulative Totals</b>
Grant	\$212,751.97	\$181,674.00	\$811,874.00	\$1,206,299.97
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$212,751.97	\$181,674.00	\$806,914.20	\$1,201,340.17
Expenditures to date	\$212,751.97	\$181,674.00	\$249,202.17	\$643,628.14
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$557,712.03	\$557,712.03
Unspent funds	\$0.00	\$0.00	\$557,712.03	\$557,712.03
Funds that can be carried over	\$0.00	\$0.00	\$162,374.80	\$162,374.80

**Youth Combined:**

	<b>PY21 Carryover</b>	<b>PY 22</b>	<b>Cumulative Totals</b>
Grant	\$659,066.47	\$1,270,134.00	\$1,929,200.47
Unobligated Funds	\$0.00	\$3,036.14	\$3,036.14
Total Obligated Funds	\$659,066.47	\$1,267,097.86	\$1,926,164.33
Expenditures to date	\$659,066.47	\$218,072.12	\$877,138.59
Obligated Balance as of (10/31/22)	\$0.00	\$1,049,025.74	\$1,049,025.74
Unspent funds	\$0.00	\$1,049,025.74	\$1,049,025.74
Funds that can be carried over	\$0.00	\$254,026.80	\$254,026.80

**Youth Work Experience:**

	<b>PY21 Carryover</b>	<b>PY 22 Expenses</b>	<b>Cumulative Totals</b>
Drawn Amount to Date	\$659,066.47	\$218,072.12	\$877,138.59
Work Experience Expended	\$131,813.29	\$9,359.74	\$141,173.03
Work Experience Required	\$131,813.29	\$254,026.80	\$385,840.09
<b>Percentage Expended</b>	100%	4%	37%

**NDWG:**

Grant	\$234,163.40
Unobligated Funds	\$3,125.30
Total Obligated Funds	\$231,038.10
Expenditures to date	\$31,534.30
Obligated Balance as of (10/31/22)	\$199,503.80
Unspent funds	\$199,503.80
Funds that can be carried over	\$0.00

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison  
For the Month Ending January 31st, 2023**

	Administration	SIRPC Administration	Adult Program	SIRPC Adult Program
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration	\$216,403.43	\$172,411.43		
WIOA Grant- Adult			\$622,665.47	\$642,616.60
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
<b>TOTAL</b>	<b>\$216,403.43</b>	<b>\$172,411.43</b>	<b>\$622,665.47</b>	<b>\$642,616.60</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$114,769.10	\$77,681.94	\$23,336.84	\$16,454.88
Fiscal Agent Costs	\$51,153.00	\$48,763.29	\$0.00	\$0.00
Subleases	\$0.00	\$0.00	\$35,048.53	\$26,554.23
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$1,717.84
One Stop Operator	\$0.00	\$0.00	\$20,962.67	\$14,756.06
60110-60190 Salaries	\$0.00	\$0.00	\$158,139.51	\$189,206.64
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$36,061.02	\$49,504.88
60850 Mileage & Travel	\$22,585.54	\$9,932.18	\$6,483.63	\$6,530.69
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$122.36	\$3,825.92	\$4,908.87
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$13,463.33	\$1,604.78	\$10,869.30
65610 Reimbursable Equipment	\$2,235.07	\$3,194.33	\$0.00	\$8,741.03
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$4,093.54	\$6,778.45
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,226.66	\$6,647.13	\$11,633.83	\$2,206.32
Information Technology	\$4,321.75	\$3,209.74	\$0.00	\$0.00
Dues & Subscriptions	\$6,383.50	\$2,710.75	\$0.00	\$0.00
Meeting Expenses	\$769.80	\$748.15	\$0.00	\$0.00
Conferences and Trainings	\$9,640.56	\$5,193.13	\$0.00	\$0.00
Printing	\$534.11	\$745.10	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$23,138.14	\$26,282.22
Management Fee	\$0.00	\$0.00	\$33,423.84	\$28,172.31
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$53,309.05
67408 Instructional Training	\$0.00	\$0.00	\$176,192.78	\$168,720.22
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$67,890.38	\$32,788.86
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$1,699.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$25,251.44	\$7,205.36
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$12,285.84	\$0.00
5% WEX Markup	\$0.00	\$0.00	\$1,262.58	\$2,665.45
<b>Unobligated/Unbudgeted Grant</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,293.87</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$216,403.43</b>	<b>\$172,411.43</b>	<b>\$622,665.47</b>	<b>\$642,616.60</b>

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison  
For the Month Ending January 31st, 2023**

	<b>Dislocated Worker Program</b>	<b>SIRPC Dislocated Worker Program</b>	<b>NDWG Program</b>	<b>SIRPC NDWG Program</b>
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker	\$477,787.28	\$329,014.42		
WIOA Grant- NDWG			\$31,713.49	\$25,139.20
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
<b>TOTAL</b>	<b>\$477,787.28</b>	<b>\$329,014.42</b>	<b>\$31,713.49</b>	<b>\$25,139.20</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$20,885.92	\$16,454.88	\$362.83	\$5,177.24
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$35,048.53	\$26,554.23	\$0.00	\$0.00
Contractual RFP's	\$0.00	\$1,734.47	\$0.00	-\$0.03
One Stop Operator	\$20,962.67	\$14,756.06	\$0.00	\$0.00
60110-60190 Salaries	\$156,532.23	\$121,281.55	\$14,307.24	\$7,917.80
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$32,997.03	\$26,323.31	\$3,610.95	\$827.58
60850 Mileage & Travel	\$6,511.42	\$5,083.83	\$50.00	\$6.25
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,873.30	\$3,068.20	\$35.00	\$21.91
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,730.68	\$6,954.54	\$3,940.22	\$0.00
65610 Reimbursable Equipment	\$0.00	\$7,633.68	\$0.00	\$0.00
62510-62520 Resource Sharing Allocation	\$2,637.13	\$4,677.39	\$0.00	\$0.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$9,917.05	\$1,927.15	\$0.00	\$0.00
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$22,340.93	\$16,872.56	\$2,056.92	\$857.18
Management Fee	\$26,609.88	\$23,548.85	\$2,991.76	\$3,646.50
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00
67408 Instructional Training	\$45,369.00	\$44,173.79	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$86,493.84	\$22,725.99	\$0.00	\$0.00
67426 Individual Career Services- New Service	\$3,649.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$21,026.30	\$0.00	\$0.00	\$6,684.77
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$4,179.38	\$0.00
5% WEX Markup	\$1,051.31	\$0.00	\$0.00	\$0.00
<b>Unobligated/Unbudgeted Grant</b>	<b>\$1,113.73</b>	<b>\$0.00</b>	<b>\$179.19</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$477,787.28</b>	<b>\$329,014.42</b>	<b>\$31,713.49</b>	<b>\$25,139.20</b>



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**WIOA Statement of Rev & Exp YTD Comparison  
For the Month Ending January 31st, 2023**

	Youth Program Out of School	SIRPC Youth Program Out of School	Youth Program In School	SIRPC Youth Program In School
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School	\$663,842.41	\$344,030.32		
WIOA Grant- Youth In School			\$192,333.52	\$91,923.82
<b>TOTAL</b>	<b>\$663,842.41</b>	<b>\$344,030.32</b>	<b>\$192,333.52</b>	<b>\$91,923.82</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$15,993.78	\$14,345.91	\$5,331.25	\$4,884.16
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$27,082.92	\$19,481.59	\$9,027.63	\$9,099.67
Contractual RFP's	\$2,580.00	\$1,791.18	\$860.00	\$924.17
One Stop Operator	\$15,721.98	\$7,378.04	\$5,240.68	\$7,378.04
60110-60190 Salaries	\$287,091.06	\$148,861.77	\$88,664.82	\$43,342.64
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$71,996.02	\$35,642.21	\$22,285.26	\$8,617.83
60850 Mileage & Travel	\$16,178.47	\$3,682.75	\$4,825.36	\$1,024.76
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$9,689.13	\$4,625.63	\$3,079.71	\$1,267.16
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,682.30	\$120.56	\$549.09	\$16.40
65610 Reimbursable Equipment	\$1,749.99	\$956.32	\$577.04	\$260.64
62510-62520 Resource Sharing Allocation	\$10,284.69	\$1,796.45	\$2,367.06	\$586.72
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$17,912.61	\$7,969.14	\$5,209.48	\$2,550.17
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$43,658.34	\$18,526.05	\$13,304.28	\$5,449.76
Management Fee	\$55,993.41	\$37,629.43	\$15,133.75	\$9,755.77
65602, 65603 Work Experience	\$14,913.24	\$37,004.90	\$7,678.66	\$3,160.92
67408 Instructional Training	\$13,207.00	\$2,715.50	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$24,075.42	\$4,343.96	\$4,846.31	\$650.00
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$251.79	\$882.56	\$0.00	\$0.00
67418,67420 Client Awards/Incentives	\$44,479.07	\$1,815.00	\$7,450.00	\$175.00
5% WEX Markup	\$745.67	\$1,839.41	\$383.93	\$158.05
<b>Unobligated/Unbudgeted Grant</b>	<b>\$2,277.50</b>	<b>\$0.00</b>	<b>\$759.89</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$663,842.41</b>	<b>\$344,030.32</b>	<b>\$192,333.52</b>	<b>\$91,923.82</b>

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison  
For the Month Ending January 31st, 2023**

	<b>One Stop Operator</b>	<b>SIRPC One Stop Operator</b>	<b>Year To Date</b>	<b>SIRPC Year To Date</b>
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration	\$0.00	\$0.00	\$216,403.43	\$172,411.43
WIOA Grant- Adult	\$20,962.67	\$14,756.06	\$643,628.14	\$657,372.66
WIOA Grant- Dislocated Worker	\$20,962.67	\$14,756.06	\$498,749.95	\$343,770.48
WIOA Grant- NDWG	\$0.00	\$0.00	\$31,713.49	\$25,139.20
WIOA Grant- Youth Out of School	\$15,721.98	\$7,378.04	\$679,564.39	\$351,408.36
WIOA Grant- Youth In School	\$5,240.68	\$7,378.04	\$197,574.20	\$99,301.86
<b>TOTAL</b>	<b>\$62,888.00</b>	<b>\$44,268.20</b>	<b>\$2,267,633.60</b>	<b>\$1,649,403.99</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$0.00	\$0.00	\$180,679.72	\$134,999.01
Fiscal Agent Costs	\$0.00	\$0.00	\$51,153.00	\$48,763.29
Subleases	\$0.00	\$0.00	\$106,207.61	\$81,689.72
Contractual RFP's	\$0.00	\$76.40	\$3,440.00	\$6,244.03
One Stop Operator	\$0.00	\$0.00	\$62,888.00	\$44,268.20
60110-60190 Salaries	\$38,736.22	\$28,741.34	\$704,734.86	\$539,351.74
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$8,553.70	\$5,570.33	\$166,950.28	\$126,486.14
60850 Mileage & Travel	\$2,174.73	\$1,539.61	\$56,634.42	\$27,800.07
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$485.87	\$399.92	\$20,739.82	\$14,414.05
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$12,054.65	\$31,424.13
65610 Reimbursable Equipment	\$0.00	\$0.00	\$4,562.10	\$20,786.00
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$19,382.42	\$13,839.01
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$906.77	\$209.27	\$47,899.63	\$21,509.18
Information Technology	\$0.00	\$0.00	\$4,321.75	\$3,209.74
Dues & Subscriptions	\$0.00	\$0.00	\$6,383.50	\$2,710.75
Meeting Expenses	\$0.00	\$0.00	\$769.80	\$748.15
Conferences and Trainings	\$0.00	\$0.00	\$9,640.56	\$5,193.13
Printing	\$0.00	\$0.00	\$534.11	\$745.10
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$5,260.76	\$3,569.65	\$104,498.61	\$71,557.42
Management Fee	\$6,769.95	\$4,161.67	\$134,152.64	\$106,914.53
65602, 65603 Work Experience	\$0.00	\$0.00	\$22,591.90	\$93,474.87
67408 Instructional Training	\$0.00	\$0.00	\$234,768.78	\$215,609.51
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$183,305.95	\$60,508.81
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$5,348.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$46,529.53	\$14,772.69
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$68,394.29	\$1,990.00
5% WEX Markup	\$0.00	\$0.00	\$3,443.49	\$4,662.91
<b>Unobligated/Unbudgeted Grant</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,624.18</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$62,888.00</b>	<b>\$44,268.19</b>	<b>\$2,262,009.42</b>	<b>\$1,649,403.98</b>

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison  
For the Month Ending January 31st, 2023**

	<b>Total Annual Budget</b>	<b>SIRPC Total Annual Budget</b>	<b>Remaining Budget</b>	<b>SIRPC Remaining Budget</b>
<b>WIOA Grant Revenues</b>				
WIOA Grant - Administration	\$493,239.03	\$473,726.54	\$276,835.60	\$301,315.11
WIOA Grant- Adult	\$1,206,299.98	\$1,100,967.64	\$562,671.84	\$443,594.98
WIOA Grant- Dislocated Worker	\$851,657.99	\$870,737.27	\$352,908.04	\$526,966.79
WIOA Grant- NDWG	\$234,163.40	\$289,419.00	\$202,449.91	\$264,279.80
WIOA Grant- Youth Out of School	\$1,375,634.61	\$1,341,173.17	\$696,070.22	\$989,764.81
WIOA Grant- Youth In School	\$553,565.84	\$277,245.76	\$355,991.64	\$177,943.90
<b>TOTAL</b>	<b>\$4,714,560.85</b>	<b>\$4,353,269.38</b>	<b>\$2,446,927.25</b>	<b>\$2,703,865.39</b>
<b>WIOA Expenses</b>				
Board Salaries and Benefits	\$304,440.97	\$196,908.77	\$123,761.25	\$61,909.76
Fiscal Agent Costs	\$68,196.31	\$72,500.00	\$17,043.31	\$23,736.71
Subleases	\$155,006.09	\$111,050.00	\$48,798.48	\$29,360.28
Contractual RFP's	\$75,275.01	\$22,851.00	\$71,835.01	\$16,606.97
One Stop Operator	\$107,391.09	\$99,882.00	\$44,503.09	\$55,613.80
60110-60190 Salaries	\$1,128,481.24	\$1,020,952.43	\$423,746.38	\$481,600.69
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$309,655.26	\$243,165.26	\$142,704.98	\$116,679.12
60850 Mileage & Travel	\$123,341.35	\$103,609.00	\$66,706.93	\$75,808.93
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$41,202.41	\$34,409.63	\$20,462.59	\$19,995.58
62830, 62860 Outreach & Public Relations / Job Fairs	\$74,000.00	\$65,729.15	\$61,945.35	\$34,305.02
65610 Reimbursable Equipment	\$123,707.81	\$31,422.24	\$119,145.71	\$10,636.24
62510-62520 Resource Sharing Allocation	\$29,569.00	\$28,735.00	\$10,186.58	\$14,895.99
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$73,370.57	\$35,777.51	\$25,470.94	\$14,268.33
Information Technology	\$7,000.00	\$2,801.99	\$2,678.25	-\$407.75
Dues & Subscriptions	\$10,000.00	\$10,000.00	\$3,616.50	\$7,289.25
Meeting Expenses	\$4,000.00	\$2,500.00	\$3,230.20	\$1,751.85
Conferences and Trainings	\$15,000.00	\$15,371.86	\$5,359.44	\$10,178.73
Printing	\$4,000.00	\$7,007.00	\$3,465.89	\$6,261.90
Special Initiatives	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Indirect Cost	\$191,476.82	\$141,142.77	\$86,978.21	\$69,585.35
Management Fee	\$202,730.45	\$163,509.63	\$68,577.81	\$56,595.10
65602, 65603 Work Experience	\$459,092.82	\$288,851.00	\$436,500.92	\$195,376.13
67408 Instructional Training	\$374,891.64	\$449,449.00	\$140,122.86	\$233,839.49
Incumbent Worker Training	\$50,000.00	\$0.00	\$50,000.00	\$0.00
67412 Customer Support Service	\$307,287.07	\$335,620.00	\$123,981.12	\$275,111.19
67426 Individual Career Services- New Service	\$25,324.40	\$0.00	\$19,976.40	\$0.00
67422 On the Job Training	\$225,746.26	\$394,256.00	\$179,216.73	\$379,483.31
67418,67420 Client Awards/Incentives	\$72,414.26	\$22,503.00	\$4,019.97	\$20,513.00
5% WEX Markup	\$22,954.64	\$14,443.00	\$19,511.15	\$9,780.09
<b>Unobligated/Unbudgeted Grant</b>	<b>\$117,130.71</b>	<b>\$538,704.14</b>	<b>\$111,506.53</b>	<b>\$538,704.14</b>
<b>TOTAL</b>	<b>\$4,717,686.18</b>	<b>\$4,353,269.38</b>	<b>\$2,450,052.58</b>	<b>\$2,703,865.40</b>

# \*February Program Invoice

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
Address: 805 N Whittinton Parkway, Louisville, KY 40222

Grantor: Mississippi Valley Workforce Area  
GRANT NO:  
PROJECT/ACTIVITY WIOA Grant -Adult

Invoice Number 37026-0223-AD

GRANT PERIOD: 7/1/2022 6/30/2023

REPORT PERIOD: 2/1/2023 2/28/2023

<b>WIOA SUMMARY - Total Grant</b>	<b>ADULT(AD)</b>
	886


CUMULATIVE COST TO DATE

SECTION II. EXPENDITURES	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended
<b>Administration:</b>						
60110-60190 exclude 60150	Salaries	\$ 300,175.82	\$ 18,350.41	\$ 139,789.09	\$ 158,139.50	\$ 142,036.32 52.68%
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 82,368.25	\$ 5,215.50	\$ 30,845.52	\$ 36,061.02	\$ 46,307.23 43.78%
	<b>Total Personnel Expenses</b>	\$ 382,544.07	\$ 23,565.91	\$ 170,634.61	\$ 194,200.52	\$ 188,343.55 50.77%
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 30,162.57	\$ 818.60	\$ 5,665.03	\$ 6,483.63	\$ 23,678.94 21.50%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 7,760.00	\$ 526.81	\$ 3,299.11	\$ 3,825.92	\$ 3,934.08 49.30%
62830,62860	Outreach & Public Relations/Job Fairs	\$ 7,500.00	\$ 249.64	\$ 1,355.14	\$ 1,604.78	\$ 5,895.22 21.40%
65610	Reimbursable Equipment	\$ 4,500.00	\$ -	\$ -	\$ -	\$ 4,500.00 0.00%
62510-62520	Resource Sharing Allocation	\$ 8,103.00	\$ 3,304.70	\$ 788.84	\$ 4,093.54	\$ 4,009.46 50.52%
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 19,312.00	\$ 1,432.68	\$ 10,201.15	\$ 11,633.83	\$ 7,678.17 60.24%
	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 459,881.64	\$ 29,898.34	\$ 191,943.88	\$ 221,842.22	\$ 238,039.42 48.24%
10.43%	Indirect Cost	\$ 47,965.66	\$ 3,118.40	\$ 20,019.76	\$ 23,138.16	\$ 24,827.50 48.24%
	Management Fee	\$ 50,784.73	\$ 4,340.23	\$ 29,083.61	\$ 33,423.84	\$ 17,360.89 65.81%
	<b>Total Operating expenses</b>	\$ 558,632.02	\$ 37,356.97	\$ 241,047.25	\$ 278,404.22	\$ 280,227.81 49.84%
<b>Participant Expenses</b>						
65602	Work Based Learning	\$ 96,717.92	\$ 2,536.59	\$ 22,714.85	\$ 25,251.44	\$ 71,466.48 26.11%
67408	Instructional Training	\$ 257,891.64	\$ 6,797.42	\$ 169,395.36	\$ 176,192.78	\$ 65,698.86 72.84%
	Transfer to Customer Support Service	\$ (16,000.00)				
67412	Customer Support Service	\$ 80,000.00	\$ 2,178.74	\$ 65,711.64	\$ 67,890.38	\$ 32,109.62 67.89%
	Transfer from Instructional Training	\$ 16,000.00				
	Transfer from Individual Career Services	\$ 4,000.00				
67426	Individual Career Services - New Service	\$ 10,000.00	\$ -	\$ 1,699.00	\$ 1,699.00	\$ 4,301.00 28.32%
	Transfer to Customer Support Service	\$ (4,000.00)				
67422	On The Job Training	\$ 25,000.00	\$ 3,021.46	\$ 9,264.38	\$ 12,285.84	\$ 12,714.16 49.14%
	<b>5% WEX Markup</b>	\$ 4,835.90	\$ 126.83	\$ 1,135.75	\$ 1,262.58	\$ 3,573.32 26.11%
	<b>Total Participant Expenses</b>	\$ 474,445.46	\$ 14,661.04	\$ 269,920.98	\$ 284,582.02	\$ 189,863.44 59.98%
	<b>Total WIOA Adult GRANT COST</b>	\$ 1,033,077.48	\$ 52,018.01	\$ 510,968.23	\$ 562,986.24	\$ 470,091.24 54.50%

<b>WEX 5% Markup</b>	Client Wage Subsidy & Client Wage Tax	\$ 2,536.59
	WEX Markup 5%	\$ 126.83
	<b>Total WEP Expenditures</b>	\$ 2,663.42

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature): 	Typed Name & Title: Cheryl Tipsword, Project Accountant
Approved By(signature):	Typed Name & Title: 3/7/2023

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
Address: 805 N Whittinton Parkway, Louisville, KY 40222

Grantor:  
GRANT NO:  
PROJECT/ACTIVITY

Mississippi Valley Workforce Area

WIOA Grant - DW

Invoice Number

37028-0223-DW

GRANT PERIOD: 7/1/2022 6/30/2023

REPORT PERIOD: 2/1/2023 2/28/2023

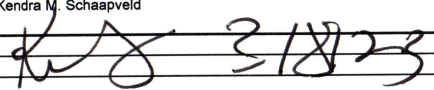
<b>WIOA SUMMARY - Total Grant</b>	<b>Dislocated Worker(DW)</b>
	888

CUMULATIVE COST TO DATE

SECTION II. EXPENDITURES	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended
<b>Administration:</b>						
60110-60190 exclude 60150	Salaries	\$ 238,216.57	\$ 8,744.09	\$ 147,788.14	\$ 156,532.23	\$ 81,684.34 65.71%
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 65,366.63	\$ 3,146.33	\$ 29,850.70	\$ 32,997.03	\$ 32,369.60 50.48%
	<b>Total Personnel Expenses</b>	\$ 303,583.20	\$ 11,890.42	\$ 177,638.84	\$ 189,529.26	\$ 114,053.94 62.43%
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 24,249.00	\$ 488.18	\$ 6,023.24	\$ 6,511.42	\$ 17,737.58 26.85%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 5,793.41	\$ 349.15	\$ 3,524.15	\$ 3,873.30	\$ 1,920.11 66.86%
62830,62860	Outreach & Public Relations/Job Fairs	\$ 5,000.00	\$ 148.87	\$ 1,581.81	\$ 1,730.68	\$ 3,269.32 34.61%
65610	Reimbursable Equipment	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00 0.00%
62510-62520	Resource Sharing Allocation	\$ 5,125.00	\$ 1,970.59	\$ 666.54	\$ 2,637.13	\$ 2,487.87 51.46%
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 15,069.12	\$ 888.55	\$ 9,028.50	\$ 9,917.05	\$ 5,152.07 65.81%
	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 361,819.73	\$ 15,735.76	\$ 198,463.08	\$ 214,198.84	\$ 147,620.89 59.20%
10.43%	Indirect Cost	\$ 37,737.80	\$ 1,641.24	\$ 20,699.69	\$ 22,340.93	\$ 15,396.87 59.20%
	Management Fee	\$ 39,955.75	\$ 3,336.48	\$ 23,273.40	\$ 26,609.88	\$ 13,345.87 66.60%
	<b>Total Operating expenses</b>	\$ 439,513.28	\$ 20,713.48	\$ 242,436.17	\$ 263,149.65	\$ 176,363.63 59.87%
<b>Participant Expenses</b>						
67408	Instructional Training	\$ 75,000.00	\$ 1,060.00	\$ 44,309.00	\$ 45,369.00	\$ 29,631.00 60.49%
67412	Customer Support Service	\$ 116,306.64	\$ 10,034.87	\$ 76,458.97	\$ 86,493.84	\$ 29,812.80 74.37%
67426	Individual Career Services - New Service	\$ 5,000.00	\$ -	\$ 3,649.00	\$ 3,649.00	\$ 1,351.00 72.98%
65602	Work Based Learning	\$ 40,586.26	\$ 2,773.42	\$ 18,252.88	\$ 21,026.30	\$ 19,559.96 51.81%
67422	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
	<b>5% WEX Markup</b>	\$ 2,029.31	\$ 138.67	\$ 912.64	\$ 1,051.31	\$ 978.00 51.81%
	<b>Total Participant Expenses</b>	\$ 238,922.21	\$ 14,006.96	\$ 143,582.49	\$ 157,589.45	\$ 81,332.76 65.96%
	<b>Total WIOA DW GRANT COST</b>	\$ 678,435.49	\$ 34,720.44	\$ 386,018.66	\$ 420,739.10	\$ 257,696.39 62.02%

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Cheryl Tipsword, Project Accountant
	Date signed	3/7/2023
Approved By(signature):	Typed Name & Title:	Kendra M. Schaapveld
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	



**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
Address: 805 N Whittinton Parkway, Louisville, KY 40222

Grantor:  
GRANT NO:  
PROJECT/ACTIVITY

Mississippi Valley Workforce Area  
WIOA Grant -Youth Combined

Invoice Number

36192-0223-Youth

GRANT PERIOD: 7/1/2022 6/30/2023  
REPORT PERIOD: 2/1/2023 2/28/2023

<b>WIOA SUMMARY - Total Grant</b>	<b>YOUTH COMBINED</b>
	<b>890 &amp; 892</b>

CUMULATIVE COST TO DATE

SECTION II. EXPENDITURES	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended
<b>Administration:</b>						
60110-60190 exclude 60150	Salaries	\$ 558,777.32	\$ 47,659.50	\$ 328,096.38	\$ 375,755.88	\$ 183,021.44 67.25%
60310-60390 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 153,328.49	\$ 11,976.29	\$ 82,304.99	\$ 94,281.28	\$ 59,047.21 61.49%
	<b>Total Personnel Expenses</b>	\$ 712,105.81	\$ 59,635.79	\$ 410,401.37	\$ 470,037.16	\$ 242,068.65 66.01%
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 37,523.53	\$ 1,452.93	\$ 19,550.90	\$ 21,003.83	\$ 16,519.70 55.98%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 22,439.00	\$ 1,900.84	\$ 10,868.00	\$ 12,768.84	\$ 9,670.16 56.90%
62830,62860	Outreach & Public Relations/Job Fairs	\$ 42,500.00	\$ 1,008.80	\$ 3,222.59	\$ 4,231.39	\$ 38,268.61 9.96%
65610	Reimbursable Equipment	\$ 111,207.81	\$ -	\$ 2,327.03	\$ 2,327.03	\$ 108,880.78 2.09%
62510-62520	Resource Sharing Allocation	\$ 16,341.00	\$ 7,704.71	\$ 4,947.04	\$ 12,651.75	\$ 3,689.25 77.42%
61745,64120,65120,65544,6	Professional Services and Business Expenses	\$ 29,976.00	\$ 2,270.61	\$ 20,851.48	\$ 23,122.09	\$ 6,853.91 77.14%
5520,65530,65125,65128,65	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 972,093.15	\$ 73,973.68	\$ 472,168.41	\$ 546,142.09	\$ 425,951.06 56.18%
10.43%	Indirect Cost	\$ 101,389.33	\$ 7,715.45	\$ 49,247.17	\$ 56,962.62	\$ 44,426.70 56.18%
	Management Fee	\$ 107,348.25	\$ 9,055.26	\$ 62,071.90	\$ 71,127.16	\$ 36,221.09 66.26%
	<b>Total Operating expenses</b>	\$ 1,180,830.72	\$ 90,744.39	\$ 583,487.48	\$ 674,231.87	\$ 506,598.85 57.10%
<b>Participant Expenses</b>						
65602	Work Based Learning	\$ 321,788.64	\$ 7,148.55	\$ 15,443.35	\$ 22,591.90	\$ 299,196.74 7.02%
67408	Instructional Training	\$ 58,000.00	\$ 1,795.00	\$ 11,412.00	\$ 13,207.00	\$ 44,793.00 22.77%
67412	Customer Support service	\$ 90,980.43	\$ 403.84	\$ 28,517.89	\$ 28,921.73	\$ 62,058.70 31.79%
67426	Individual Career Services - New Service	\$ 14,324.40	\$ -	\$ -	\$ -	\$ 14,324.40 0.00%
67422	On The Job Training	\$ 25,000.00	\$ -	\$ 251.79	\$ 251.79	\$ 24,748.21 1.01%
*67418, 67420	Client Awards/Incentives	\$ 72,414.26	\$ 12,558.10	\$ 39,370.97	\$ 51,929.07	\$ 20,485.19 71.71%
	<b>5% WEX Markup</b>	\$ 16,089.43	\$ 357.43	\$ 772.18	\$ 1,129.61	\$ 14,959.82 7.02%
	<b>Total Participant Expenses</b>	\$ 598,597.16	\$ 22,262.92	\$ 95,768.18	\$ 118,031.10	\$ 480,566.06 19.72%
	<b>Total WIOA YOUTH GRANT COST</b>	\$ 1,779,427.88	\$ 113,007.31	\$ 679,255.66	\$ 792,262.97	\$ 987,164.92 44.82%

**WEP - 20% Expected Expenditure**

Staff Wages	\$ 17,040.70	\$ 69,492.36	\$ 86,533.06
Client Wage Subsidy (WEP)	\$ 6,544.80	\$ 14,145.52	\$ 20,690.32
Client Wage Taxes	\$ 603.75	\$ 1,297.83	\$ 1,901.58
WEX Markup 5%	\$ 357.43	\$ 772.17	\$ 1,129.60
On The Job Training	\$ -	\$ -	\$ -
Client Awards / Incentives	\$ 1,350.00	\$ 25,425.00	\$ 26,775.00
<b>VR Headsets for WBL Training</b>	\$ -	\$ 2,327.03	\$ 2,327.03

**WEP - 20% Expected Expenditure**

<b>Total WEP Expenditures</b>	\$ 25,896.68	\$ 113,459.91	\$ 139,356.59	\$ 139,356.59	\$ 22.92%
				\$ 158,452.59	20%
				\$ (19,096.01)	over(shortage)

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Cheryl Tipsword, Project Accountant
	Date signed	3/7/2023
Approved By(signature):	Typed Name & Title:	
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions Address: 805 N Whittinton Parkway, Louisville, KY 40222	Grantor: GRANT NO: PROJECT/ACTIVITY  Invoice Number	Mississippi Valley Workforce Area  WIOA Grant -IN School Youth YOUTH 38192-0223-WIOA Youth
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GRANT PERIOD: 7/1/2022 to 6/30/2023  
REPORT PERIOD: 2/1/2023 to 2/28/2023

WIOA SUMMARY - Total Grant	YOUTH ISY ISY 890 & 884
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CUMULATIVE COST TO DATE

SECTION II. EXPENDITURES	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended	
<b>Administration:</b>							
60110-60190 exclude 60150	Salaries	\$ 117,853.47	\$ 7,049.69	\$ 81,615.13	\$ 88,664.82	\$ 29,188.65	75.23%
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 32,338.99	\$ 1,739.98	\$ 20,545.28	\$ 22,285.26	\$ 10,053.73	68.91%
	<b>Total Personnel Expenses</b>	\$ 150,192.47	\$ 8,789.67	\$ 102,160.41	\$ 110,950.08	\$ 39,242.39	73.87%
<b>Operating Expenses:</b>							
60850	Mileage & Travel	\$ 9,351.00	\$ 217.14	\$ 4,608.22	\$ 4,825.36	\$ 4,525.64	51.60%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 5,068.00	\$ 338.89	\$ 2,740.82	\$ 3,079.71	\$ 1,988.29	60.77%
62830,62860	Outreach & Public Relations/Job Fairs	\$ 8,500.00	\$ 32.36	\$ 516.73	\$ 549.09	\$ 7,950.91	6.46%
65610	Reimbursable Equipment	\$ 22,241.56	\$ -	\$ 577.04	\$ 577.04	\$ 21,664.52	2.59%
62510-62520	Resource Sharing Allocation	\$ 4,280.00	\$ 1,151.72	\$ 1,215.34	\$ 2,367.06	\$ 1,912.94	55.31%
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 5,746.00	\$ 330.40	\$ 4,879.08	\$ 5,209.48	\$ 536.52	90.66%
	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 205,379.03	\$ 10,860.18	\$ 116,697.64	\$ 127,557.82	\$ 77,821.21	62.11%
10.43%	Indirect Cost	\$ 21,421.09	\$ 1,132.72	\$ 12,171.55	\$ 13,304.27	\$ 8,116.77	62.11%
	Management Fee	\$ 22,680.01	\$ 1,886.56	\$ 13,247.19	\$ 15,133.75	\$ 7,546.26	66.73%
	<b>Total Operating expenses</b>	\$ 249,480.07	\$ 13,879.46	\$ 142,116.38	\$ 155,995.84	\$ 93,484.23	62.53%
<b>Participant Expenses</b>							
65602	Work Based Learning	\$ 203,048.01	\$ 266.19	\$ 7,412.47	\$ 7,678.66	\$ 195,369.35	3.78%
67408	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
67412	Customer Support service	\$ 30,215.31	\$ -	\$ 4,846.31	\$ 4,846.31	\$ 25,369.00	16.04%
67426	Individual Career Services - New Service	\$ 7,743.93	\$ -	\$ -	\$ -	\$ 7,743.93	0.00%
67422	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Client Awards/Incentives	\$ 15,482.98	\$ 1,390.00	\$ 6,060.00	\$ 7,450.00	\$ 8,032.98	48.12%
	<b>5% WEX Markup</b>	\$ 10,152.40	\$ 13.31	\$ 370.63	\$ 383.94	\$ 9,768.46	3.78%
	<b>Total Participant Expenses</b>	\$ 266,642.63	\$ 1,669.50	\$ 18,689.41	\$ 20,358.91	\$ 246,283.72	7.64%
	<b>Total WIOA YOUTH ISY GRANT COST</b>	\$ 516,122.70	\$ 15,548.96	\$ 160,805.79	\$ 176,354.75	\$ 339,767.95	34.17%

Cumulative

<b>WEP - 20% Expected Expenditure</b>	Staff Wages	\$ 2,011.36	\$ 21,558.98	\$ 23,570.34	\$ 23,570.34	\$ 23,570.34
	Client Wage Subsidy (WEP)	\$ 244.04	\$ 6,786.43	\$ 7,030.47	\$ 7,030.47	\$ 7,030.47
	Client Wage Taxes	\$ 22.15	\$ 626.04	\$ 648.19	\$ 648.19	\$ 648.19
	WEX Markup 5%	\$ 13.31	\$ 370.62	\$ 383.93	\$ 383.93	\$ 383.93
	On The Job Training	\$ -	\$ -	\$ -	\$ -	\$ -
	Client Awards / Incentives	\$ 350.00	\$ 4,000.00	\$ 4,350.00	\$ 4,350.00	\$ 4,350.00
	Looked File Cabinets for VR Headsets for WBL Training	\$ -	\$ 577.04	\$ 577.04	\$ 577.04	\$ 577.04
<b>WEP - 20% Expected Expenditure</b>	<b>Total WEP Expenditures</b>	\$ 2,640.86	\$ 33,919.11	\$ 36,559.97	\$ 36,559.97	\$ 36,559.97

**16.98%**

**SECTION V.**  
I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Cheryl Tipsword, Project Accountant
	Date signed:	3/7/2023
Approved By(signature):	Typed Name & Title:	
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	

*[Handwritten Signature]* 3/8/23



**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
Address: 805 N Whittinton Parkway, Louisville, KY 40222

Grantor:  
GRANT NO:  
PROJECT/ACTIVITY  
  
Invoice Number

Mississippi Valley Workforce Area  
WIOA Grant - Out of School Youth  
YOUTH  
36192-0223-WIOA Youth

GRANT PERIOD: 7/1/2022 6/30/2023  
REPORT PERIOD: 2/1/2023 2/28/2023

WIOA SUMMARY - Total Grant	YOUTH OSY OSY 892 & 885
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CUMULATIVE COST TO DATE

SECTION II. EXPENDITURES	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended
<b>Administration:</b>						
60110-60190 exclude 60150	Salaries	\$ 440,923.84	\$ 40,609.81	\$ 246,481.25	\$ 287,091.06	\$ 153,832.78 65.11%
60310-60390 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 120,989.50	\$ 10,236.31	\$ 61,759.71	\$ 71,996.02	\$ 48,993.48 59.51%
	<b>Total Personnel Expenses</b>	\$ 561,913.34	\$ 50,846.12	\$ 308,240.96	\$ 359,087.08	\$ 202,826.26 63.90%
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 28,172.53	\$ 1,235.79	\$ 14,942.68	\$ 16,178.47	\$ 11,994.06 57.43%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 17,371.00	\$ 1,561.95	\$ 8,127.18	\$ 9,689.13	\$ 7,681.87 55.78%
62830,62860	Outreach & Public Relations/Job Fairs	\$ 34,000.00	\$ 976.44	\$ 2,705.86	\$ 3,682.30	\$ 30,317.70 10.83%
65610	Reimbursable Equipment	\$ 88,966.25	\$ -	\$ 1,749.99	\$ 1,749.99	\$ 87,216.26 1.97%
62510-62520	Resource Sharing Allocation	\$ 12,061.00	\$ 6,552.99	\$ 3,731.70	\$ 10,284.69	\$ 1,776.31 85.27%
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 24,230.00	\$ 1,940.21	\$ 15,972.40	\$ 17,912.61	\$ 6,317.39 73.93%
	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 766,714.12	\$ 63,113.50	\$ 355,470.77	\$ 418,584.27	\$ 348,129.85 54.59%
10.43%	Indirect Cost	\$ 79,968.28	\$ 6,582.74	\$ 37,075.60	\$ 43,658.34	\$ 36,309.94 54.59%
	Management Fee	\$ 84,668.24	\$ 7,168.70	\$ 48,824.71	\$ 55,993.41	\$ 28,674.83 66.13%
	<b>Total Operating expenses</b>	\$ 931,350.64	\$ 76,864.94	\$ 441,371.08	\$ 518,236.02	\$ 413,114.62 55.64%
<b>Participant Expenses</b>						
65602	Work Based Learning	\$ 118,740.63	\$ 6,882.36	\$ 8,030.88	\$ 14,913.24	\$ 103,827.39 12.56%
67408	Instructional Training	\$ 58,000.00	\$ 1,795.00	\$ 11,412.00	\$ 13,207.00	\$ 44,793.00 22.77%
67412	Customer Support service	\$ 60,765.12	\$ 403.84	\$ 23,671.58	\$ 24,075.42	\$ 36,689.70 39.62%
67426	Individual Career Services - New Service	\$ 6,580.47	\$ -	\$ -	\$ -	\$ 6,580.47 0.00%
67422	On The Job Training	\$ 25,000.00	\$ -	\$ 251.79	\$ 251.79	\$ 24,748.21 1.01%
*67418, 67420	Client Awards/Incentives	\$ 56,931.28	\$ 11,168.10	\$ 33,310.97	\$ 44,479.07	\$ 12,452.21 78.13%
	<b>5% WEX Markup</b>	\$ 5,937.03	\$ 344.12	\$ 401.55	\$ 745.67	\$ 5,191.36 12.56%
	<b>Total Participant Expenses</b>	\$ 331,954.53	\$ 20,593.42	\$ 77,078.77	\$ 97,672.19	\$ 234,282.34 29.42%
	<b>Total WIOA YOUTH OSY GRANT COST</b>	\$ 1,263,305.17	\$ 97,458.36	\$ 518,449.84	\$ 615,908.21	\$ 647,396.97 48.75%

WEP - 20% Expected Expenditure						
	Staff Wages	\$	15,029.34	\$	47,933.38	\$ 62,962.72
	Client Wage Subsidy (WEP)	\$	6,300.76	\$	7,359.09	\$ 13,659.85
	Client Wage Taxes	\$	581.60	\$	671.79	\$ 1,253.39
	WEX Markup 5%	\$	344.12	\$	401.55	\$ 745.67
	On the Job Training	\$	-	\$	-	\$ -
	Client Awards / Incentives	\$	1,000.00	\$	21,425.00	\$ 22,425.00
	Looked File Cabinets for VR Headsets for WBL Training	\$	-	\$	1,749.99	\$ 1,749.99
<b>WEP - 20% Expected Expenditure</b>	<b>Total WEP Expenditures</b>	\$	<b>23,255.82</b>	\$	<b>79,540.80</b>	\$ <b>102,796.62</b>
						<b>23.86%</b>

SECTION V.

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By(signature):	Typed Name & Title:	Cheryl Tipsword, Project Accountant
	Date signed	3/7/2023
Approved By(signature):	Typed Name & Title:	
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	

*[Handwritten Signature]* 3/8/23

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
Address: 805 N Whittinton Parkway, Louisville, KY 40222

Grantor:  
GRANT NO:  
PROJECT/ACTIVITY

Mississippi Valley Workforce Area

WIOA Grant - NDWG  
National Dislocated Worker Grant  
37026-0223-NDWG

Invoice Number

GRANT PERIOD: 7/1/2022 6/30/2023

REPORT PERIOD: 2/1/2023 2/28/2023

WIOA SUMMARY - Total Grant	NDWG
	895

**SECTION II. EXPENDITURES**

CUMULATIVE COST TO DATE

	Approved Budget	Current Expenditures	Per Last Report Cumulative	Current Cumulative Cost	Grant Balance Remaining	Grant Percentage Expended
<b>Administration:</b>						
60110-60190 exclude 60150	Salaries	\$ 31,311.53	\$ 5,756.12	\$ 8,551.12	\$ 14,307.24	\$ 17,004.29 45.69%
60310-60330 & 60610-60650	Payroll Taxes, Fringe/Work Comp	\$ 8,591.88	\$ 1,294.10	\$ 2,316.85	\$ 3,610.95	\$ 4,980.93 42.03%
	<b>Total Personnel Expenses</b>	\$ 39,903.41	\$ 7,050.22	\$ 10,867.97	\$ 17,918.19	\$ 21,985.22 44.90%
<b>Operating Expenses:</b>						
60850	Mileage & Travel	\$ 1,406.25	\$ -	\$ 50.00	\$ 50.00	\$ 1,356.25 3.56%
62115,65570,63110-63130	Telephone, Postage, Supplies	\$ 210.00	\$ -	\$ 35.00	\$ 35.00	\$ 175.00 16.67%
62830,62860	Outreach & Public Relations/Job Fairs	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
65610	Reimbursable Equipment	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
62510-62520	Resource Sharing Allocation	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
61745,64120,65120,65544,65520,65530,65125,65128,65130	Professional Services and Business Expenses	\$ 513.45	\$ -	\$ -	\$ -	\$ 513.45 0.00%
	<b>Subtotal Personnel &amp; Operating expenses</b>	\$ 42,033.11	\$ 7,050.22	\$ 10,952.97	\$ 18,003.19	\$ 24,029.92 42.83%
10.43%	Indirect Cost	\$ 4,384.05	\$ 735.34	\$ 1,142.39	\$ 1,877.73	\$ 2,506.33 42.83%
	Management Fee	\$ 4,641.72	\$ 412.50	\$ 2,579.26	\$ 2,991.76	\$ 1,649.96 64.45%
	<b>Total Operating expenses</b>	\$ 51,058.88	\$ 8,198.06	\$ 14,674.62	\$ 22,872.68	\$ 28,186.20 44.80%
<b>Participant Expenses</b>						
67408	Instructional Training	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
67412	Customer Support service	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
67426	Individual Career Services - New Service	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
65602	Work Based Learning	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
67422	On The Job Training	\$ 175,746.26	\$ -	\$ 4,179.38	\$ 4,179.38	\$ 171,566.88 2.38%
	<b>5% WEX Markup</b>	\$ -	\$ -	\$ -	\$ -	\$ - 0.00%
	<b>Total Participant Expenses</b>	\$ 175,746.26	\$ -	\$ 4,179.38	\$ 4,179.38	\$ 171,566.88 2.38%
	<b>Total WIOA Adult GRANT COST</b>	\$ 226,805.14	\$ 8,198.06	\$ 18,854.00	\$ 27,052.06	\$ 199,753.08 11.93%

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained

**FOR AUDIT:**

Prepared By(signature):	Typed Name & Title:	Cheryl Tipsword, Project Accountant
	Date signed	3/7/2023
Approved By(signature):	Typed Name & Title:	Kendra M. Schaapveld
Kendra M. Schaapveld	Project Director	Kendra Schaapveld
	Date Signed:	

**\*February OSO Invoice**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions  
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

Grantor  
GRANT NO:  
PROJECT/ACTIVITY  
Invoice Number

Mississippi Valley Workforce Area  
WIOA Grant - One Stop Operator  
One Stop Operator  
36347-0223-OSO

GRANT PERIOD: 9/16/2021 6/30/2023  
REPORT PERIOD: 2/1/2023 2/28/2023

WIOA SUMMARY - Total Grant OSO  
898

**SECTION II. EXPENDITURES**

Acct Code

	(1) Approved Budget	(2) Current Expenditures	(3) Per Last Report Cumulative	(4) Current Cum. Cost (2+3)	Grant Balance Remaining	Grant Percentage expended
<b>Administration:</b>						
Salaries	\$ 51,464.97	\$ 2,802.60	\$ 23,222.56	\$ 26,025.16	\$ 225,479.81	100.57%
Payroll Taxes, Fringe/Work Comp	\$ 12,718.82	\$ 959.36	\$ 4,939.09	\$ 5,898.45	\$ 66,802.37	46.39%
<b>Total Personnel Expenses</b>	<b>\$ 64,183.79</b>	<b>\$ 3,761.96</b>	<b>\$ 28,161.65</b>	<b>\$ 31,923.61</b>	<b>\$ 232,282.18</b>	<b>49.74%</b>
<b>Operating Expenses:</b>						
Mileage & Travel	\$ 5,605.00	\$ 294.25	\$ 1,411.51	\$ 1,705.76	\$ 3,399.24	30.43%
Telephone, Postage & Supplies	\$ 1,045.00	\$ 35.12	\$ 262.99	\$ 298.11	\$ 746.89	28.53%
Outreach & Public Relations	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0.00%
Reimbursable Equipment	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0.00%
Resource Sharing Allocation	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0.00%
Professional Services and Business Expenses	\$ 1,109.00	\$ 92.17	\$ 347.47	\$ 439.64	\$ 669.36	39.64%
<b>Subtotal Personnel &amp; Operating expenses</b>	<b>\$ 71,942.79</b>	<b>\$ 4,183.60</b>	<b>\$ 30,183.62</b>	<b>\$ 34,367.12</b>	<b>\$ 237,575.67</b>	<b>47.77%</b>
Indirect Cost	\$ 7,503.63	\$ 436.34	\$ 3,148.15	\$ 3,584.49	\$ 33,916.14	47.77%
Management Fee	\$ 7,944.64	\$ 766.59	\$ 4,111.71	\$ 4,878.30	\$ 33,066.30	61.90%
<b>Total Operating expenses</b>	<b>\$ 87,391.07</b>	<b>\$ 5,386.43</b>	<b>\$ 37,443.48</b>	<b>\$ 42,829.91</b>	<b>\$ 444,561.14</b>	<b>49.01%</b>
<b>Total WIOA OSO GRANT COST</b>	<b>\$ 87,391.07</b>	<b>\$ 6,386.43</b>	<b>\$ 37,443.48</b>	<b>\$ 42,829.91</b>	<b>\$ 444,561.14</b>	<b>49.01%</b>

**SECTION V.**

I certify that to the best of my knowledge and belief this report is correct and complete, that all outlays & unpaid obligations are for the purposes set forth in the Grant Agreement and that supporting documentation is available and will be retained FOR AUDIT.

Prepared By (signature):

*Cheryl Tipsword*

Typed Name & Title: Cheryl Tipsword, Project Accountant

Date signed: 3/7/2023

Approved By (signature):

Nicholas Clayton - One Stop Operator.

Typed Name & Title:

One Stop Operator Nicholas Clayton

Date Signed: 3/7/2023

# \*Fiscal Agent Invoice





Central Iowa Detention  
 2317 Rick Collins Way  
 Eldora, IA 50627

# Coordination Services

Date	Invoice #
3/2/2023	43616

Mississippi Valley Workforce Development  
 Miranda Swafford

Month & Year & Service	Feb 23 MV IWD
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DESCRIPTION	AMOUNT
Fiscal Services	5,182.00
<b>Total</b>	
	\$5,182.00

If you have any questions about this Invoice, please call (641) 858-3852 and ask for Justin Cornish. Thank you.

**Central Iowa Juvenile Detention Center**  
**Mississippi Valley Workforce Development Fiscal Time Tracking**

		<b>Kassie Ruth</b>	<b>Tony Reed</b>	<b>Justin Cornish</b>	<b>Travis Walker</b>	
<b>Pay Change Month=</b>		<b>September</b>	<b>March</b>	<b>August</b>	<b>August</b>	
<b>Hourly Pay=</b>		<b>41.46</b>	<b>83.77</b>	<b>49.35</b>	<b>57.94</b>	
<b>Hours This Month=</b>		<b>40.50</b>	<b>5.00</b>	<b>4.25</b>	<b>1.00</b>	
<b>Wages=</b>		<b>\$ 1,679.13</b>	<b>\$ 418.85</b>	<b>\$ 209.74</b>	<b>\$ 57.94</b>	
<b>per Hr. \$ 10.67</b>	<b>Health &amp; Life Ins.=</b>	<b>\$ 432.14</b>	<b>\$ 53.35</b>	<b>\$ 45.35</b>	<b>\$ 10.67</b>	
<b>9.44%</b>	<b>IPERS=</b>	<b>\$ 158.51</b>	<b>\$ 39.54</b>	<b>\$ 19.80</b>	<b>\$ 5.47</b>	
<b>1.45%</b>	<b>Medicare=</b>	<b>\$ 24.35</b>	<b>\$ 6.07</b>	<b>\$ 3.04</b>	<b>\$ 0.84</b>	
<b>6.20%</b>	<b>Social Security=</b>	<b>\$ 104.11</b>	<b>\$ 25.97</b>	<b>\$ 13.00</b>	<b>\$ 3.59</b>	
<b>1.68%</b>	<b>Work Comp.=</b>	<b>\$ 28.21</b>	<b>\$ 7.04</b>	<b>\$ 3.52</b>	<b>\$ 0.97</b>	
<b>2.46%</b>	<b>Unemployment=</b>	<b>\$ 41.31</b>	<b>\$ 10.30</b>	<b>\$ 5.16</b>	<b>\$ 1.43</b>	
<b>2.94%</b>	<b>Liability Insurance=</b>	<b>\$ 49.37</b>	<b>\$ 12.31</b>	<b>\$ 6.17</b>	<b>\$ 1.70</b>	
<b>PAYROLL COSTS=</b>		<b>\$ 2,517</b>	<b>\$ 573</b>	<b>\$ 306</b>	<b>\$ 83</b>	
		<b>MONTHLY PAYROLL TOTAL=</b>			<b>\$ 3,479.00</b>	
<b>Months</b>	<b>Annual</b>				<b>Legal=</b>	<b>\$ 56</b>
13	\$ 732				<b>Audit Prep &amp; Audit=</b>	<b>\$ 188</b>
13	\$ 2,448				<b>Supplies=</b>	<b>\$ 189</b>
13	\$ 2,460				<b>Indirect=</b>	<b>\$ 762</b>
13	\$ 9,900				<b>Fiscal Fee=</b>	<b>\$ 508</b>
13	\$ 6,600					
<b>13 Months</b>	<b>Monthly</b>	<b>MONTHLY OTHER TOTAL=</b>			<b>\$ 1,703</b>	
<b>\$ 59,796</b>	<b>\$ 4,600</b>	<b>MONTHLY BILL TOTAL=</b>			<b>\$ 5,182</b>	





# Non-WIOA Financial Report

**CIJDC**  
**Non-WIOA Statement of Revenue and Expenses- Ticket to Work YTD**  
**For the Month Ending February 28th, 2023**

	Year to Date	TTW Budget	Remaining Budget	
<b>Ticket to Work Revenues</b>				
Ticket to Work	\$4,153.04	\$43,397.40	\$39,244.36	90.43%
<b>TOTAL</b>	<b>\$4,153.04</b>	<b>\$43,397.40</b>	<b>\$39,244.36</b>	<b>90.43%</b>
 <b>Ticket to Work Expenses</b>				
Support Services	\$451.36	\$2,000.00	\$1,548.64	77.43%
Center Incentives	\$0.00	\$5,000.00	\$5,000.00	100.00%
Outreach for Incentives	\$0.00	\$5,500.00	\$5,500.00	100.00%
Food	\$1,844.28	\$2,500.00	\$655.72	26.23%
Sponsorships	\$475.00	\$2,000.00	\$1,525.00	76.25%
Professional Development	\$0.00	\$3,000.00	\$3,000.00	100.00%
Center Supplies	\$1,382.40	\$2,500.00	\$1,117.60	44.70%
General Transportation	\$0.00	\$2,000.00	\$2,000.00	100.00%
Lee County Project	\$0.00	\$5,000.00	\$5,000.00	100.00%
Assistive Technology	\$0.00	\$2,500.00	\$2,500.00	100.00%
Unobligated/Unbudgeted Grant	\$0.00	\$11,397.40	\$11,397.40	100.00%
<b>TOTAL</b>	<b>\$4,153.04</b>	<b>\$43,397.40</b>	<b>\$39,244.36</b>	

Date	Ticket to Work Funds	Deposit	Withdrawal	Balance	Date	Other Funds	Deposit	Withdrawal	Balance
8/23/2022	MV	\$24,740.40		\$24,740.40	8/23/2022		\$1,000.00		\$1,000.00
9/8/2022	IWD	\$17,907.00		\$42,647.40	1/17/2023	CIJDC ( Credit Card) Clinton County Gift Cards		\$759.99	\$240.01
9/16/2022	Bob Ryan (Popcorn Machine Rental)		\$71.05	\$42,576.35					\$240.01
9/20/2022	Bob Ryan (Cookie Reim)		\$51.00	\$42,525.35					\$240.01
10/12/2022	CIJDC (Credit Card) Center Supplies (Open House) (Food)		\$518.68	\$42,006.67					\$240.01
12/12/2022	Bob Ryan (Steel Toe Work Boots)		\$176.50	\$41,830.17					
12/13/2022	CIJDC (Credit Card)		\$83.40	\$41,746.77					
11/23/2022	Mandy Tripp (Food Reim)		\$16.63	\$41,730.14					
1/3/2023	Bob Ryan (Tire Repair)		\$102.58	\$41,627.56					
1/17/2023	CIJDC (Credit Card) Food, Support Services (Work Boots)		\$1,143.87	\$40,483.69					
2/7/2023	Dewitt Chamber (Inv 3908 & 3909)		\$475.00	\$40,008.69					
2/14/2023	CIJDC (Credit Card) Center Supplies (Owl)		\$1,111.94	\$38,896.75					
2/14/2023	Central IWD	\$750.00		\$39,646.75					
3/14/2023	Blain's Farm & Fleet		\$79.99	\$39,566.76					
3/15/2023	CIJDC (Credit Card) Center Supplies (bean counter)		\$322.40	\$39,244.36					

**\*Support Services Policy Modification**

<b>Program Year 2021/2022</b>	
<i>Month</i>	<i>Support Service Vouchers Paid to Participants (DW)</i>
July	\$ 328.62
August	\$ 3,261.79
September	\$ 2,704.65
October	\$ 2,107.42
November	\$ 2,194.45
December	\$ 3,237.62
January	\$ 800.61
February	\$ 1,269.50
March	\$ 3,492.75
April	\$ 2,675.42
May	\$ 4,489.76
June	\$ 827.10
<b>Total</b>	<b>\$ 27,389.69</b>

<b>Program Year 2022/2023</b>	
<i>Month</i>	<i>Support Service Vouchers Paid to Participants (DW)</i>
July	\$ 1,088.00
August	\$ 1,510.23
September	\$ 4,230.60
October	\$ 14,716.75
November	\$ 15,998.00
December	\$ 18,047.35
January	\$ 3,678.00
February	\$ 10,428.19
March (As of 3/16/23)	\$ 12,826.23
April	
May	
June	
<b>Total</b>	<b>\$ 82,523.35</b>

<i>Monthly Average (July-March) DW Vouchers</i>	<i>\$ 2,155.27</i>
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<i>Monthly Average (July-March) DW Vouchers</i>	<i>\$ 9,169.26</i>
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<b>Difference Between Program Years</b>	
<i>Month</i>	<i>Support Service Vouchers Paid to Participants (DW)</i>
	<i>Increase/(Decrease)</i>
July	\$ 759.38
August	\$ (1,751.56)
September	\$ 1,525.95
October	\$ 12,609.33
November	\$ 13,803.55
December	\$ 14,809.73
January	\$ 2,877.39
February	\$ 9,158.69
March (As of 3/16/23)	\$ 9,333.48
April	
May	
June	
<b>Total</b>	<b>\$ 63,125.94</b>
<i>Difference in Monthly Average (July-March)</i>	<i>\$ 7,013.99</i>



## Mississippi Valley Workforce Development Board

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### Support Services Policy

**Approved Date:** August 23, 2021

**Effective Date:** August 23, 2021

**Amended Date:** September 13, 2022

#### A. Purpose

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To provide MVWA contractors of WIOA, Adult, Dislocated Worker and Youth with guidelines and restrictions on supportive services.

#### B. Background

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1. Support services are available to WIOA Adult, Dislocated Workers, and Youth who meet WIOA eligibility requirements as described below.
2. As WIOA programs are not an entitlement, supportive service payments are made on a case - by-case basis only when determined necessary and allowable.
3. Due to funding limitations, WIOA supportive services are always the last resort.
4. All other sources of funding must be sought first and documented to avoid duplication of services.
5. All attempts to find other supportive service funding and the reasons for needing WIOA funding must be documented in the state case management system.
6. Potential sources for other funding may include state-funded sources, Pell Grants, or Trade Adjustment Assistance (TAA).

#### C. Eligibility

---

1. Supportive services, including needs-related payments, may only be provided to participants who:
  - a. Are participating in Career services or Training services approved by WIOA Title I.
  - b. Are unable to obtain supportive services via their support network or through other programs including community agencies that provide these services; and
  - c. Require those services to enable him/her to participate in WIOA Title I activities.
2. A review of the Adult, Dislocated Worker participant's budget shall be completed to determine need. Details of the budget will be provided into the state case management system. In all cases, staff must review service notes prior to making any supportive service payments to avoid duplicate payments from multiple sources and to ensure the participant has not exceeded any limits set forth in this policy.
3. The supportive service(s) must be necessary for the customer to achieve the goals outlined in their Employment Plan (EP).
4. The Comprehensive and Affiliate Job Centers must keep an up-to-date listing of available community resources (paper and/or electronic) and make available to participants prior to any

WIOA payment for supportive services. Providing information about the availability of, and referrals to, alternate supportive services sources is required by 20 CRF 678.430 (a) (9).

## Support Payments

### A. Overview

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1. The MVWA has a per participant support cap maximum of \$6,000.00 per program year.
2. The board has a 60-day limit for supportive services after a customer completes training or is no longer participating in an approved WIOA activity, excluding Youth participants.
3. Youth participants are provided support services through follow-up.
4. Following are the allowable types of Support Service Payments and a description of each. Payments may be made directly to vendors on behalf of a participant, or as a reimbursement to the individual unless otherwise noted below.

### B. Clothing (CHG)

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1. Payments for items such as clothes and shoes (uniforms, safety equipment, etc.) that are necessary for participation in WIOA Title 1 activities, including interviewing, employment or work experience are allowable.
2. Itemized invoice or receipt is required.
3. Maximum expenditure is \$300.00 per activity.
4. This support service should be classified as CHG in the Iowa *WORKS* system.

### C. Dependent Care (DPC)

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1. The costs of dependent care from licensed daycare providers or from private sources agreed upon by the participant are an allowable expense.
2. Dependent care assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been linked to an activity.
3. Dependent care includes child or adult care for which the participant would normally be responsible.
4. If an unemployed parent of the child resides in the home, no childcare support will be provided.
5. DPC payments are paid directly to the participant after verification by the case manager.
6. The case manager will verify:
  - a. the childcare provider form identifying the person(s) for whom they are providing care,
  - b. the provider is not being paid by other sources (or verification of participant co-pay),
  - c. documentation of the days/hours the care is provided, and the attendance/progress form from the training provider verifying that the childcare is necessary.
7. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, childcare assistance through DHS/Promise Jobs.
8. Maximum of \$50 per day for one dependent.
9. Maximum of \$100 per day for two or more dependents.
10. Maximum of \$500 per week for two or more dependents.
11. This support service should be classified as DPC in the Iowa *WORKS* system.

#### **D. Educational Assistance (EST)**

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1. Assistance with books, fees, school supplies, laptops, internet access, and other necessary **services/items** for students enrolled in high school, alternative high school, high school equivalent, or post-secondary education classes are allowable.
2. **This includes background checks, physicals, and screenings that are necessary for acceptance or participation in educational classes.**
3. In the event a program participant has been awarded a Pell Grant, the Pell Grant must be applied against the cost of allowable educational expenses before WIOA funds are utilized.
4. Participants that need laptops, internet service, and other supportive services must provide written documentation from the training site indicating the need for these services.
5. The laptop may be retained by the participant after the completion of training and will only be provided one time per program year.
6. Services for internet are limited to the time that the individual is in a training activity.
7. Itemized invoice/receipt, or syllabus is required. Documentation from the instructor is required from training site for laptop and/or internet access.
8. This support service should be classified as EST in the Iowa*WORKS* system.

#### **E. Educational Testing (EDT)**

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1. Assistance with educational testing required for participation in WIOA Title 1 activities is allowable.
2. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing.
3. If required for employment, the costs for licenses and application fees are allowable, examples include nursing boards.
4. Itemized invoice or receipt is required.
5. **This support service should be classified as EDT in the Iowa*WORKS* system.**

#### **F. Health Care (HLC)**

---

1. Health care assistance can be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, **or if it is a requirement of an educational program.**
2. Allowable expenses include but are not limited to:
  - a. physical exams,
  - b. drug tests, and
  - c. co- pays for prescription drugs.
3. This supportive service should be used only when there are no other resources available to the participant.
4. Itemized invoice or receipt is required.
5. Maximum expenditure is \$300.00 per program year.
6. **This support service should be classified as HLC in the Iowa*WORKS* system.**



### **G. Services for Individuals with Disabilities (SID)**

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1. The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity are allowable.
2. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements.
3. Itemized invoice or receipt is required.
4. This support service should be classified as SID in the Iowa*WORKS* system.

### **H. Transportation (TRN)**

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1. The cost of transportation necessary to participate in WIOA Title 1 activities and services, including job searching and job interviews, is allowable.
2. Assistance can consist of:
  - a. Per mile reimbursement,
  - b. fuel purchase orders,
  - c. ride share services, like Uber and Lyft for example,
  - d. bus and/or taxi passes.
  - e. Bicycle and safety equipment purchases capped at \$500
3. Bus passes must not be provided for more than 30 days in advance, 1-day bus passes are also allowable.
4. Mileage will be reimbursed at the federal IRS rate.
5. Mileage expenses must be supported with a map from a web mapping service.
6. Itemized receipts/invoices are required for other transportation.
7. This support service should be classified as TRN in the Iowa*WORKS* system.

### **I. Housing/Rent/Utilities**

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1. The participant must indicate a need and sign an applicant statement requesting the assistance.
2. Deposits are not allowable since the amount may be reimbursed to a participant at a later date.
3. Payment of late fees or interest fees or charges associated with payments not made on time are not allowable.
4. Required documentation for payment includes a copy of a signed lease with the participant's signature and monthly amount due or proof of a mortgage in the participant's name.
5. If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.
6. Payments will be based on actual rent expense minus any subsidies.
7. Rent or mortgage assistance is limited to one time per household per program year.
  - a. Maximum for rent \$850, maximum for mortgage \$1,000.
8. Utilities are allowed up to \$500 per program year and must be supported by actual bills.

9. This support service should be classified as FAS in the Iowa*WORKS* system.

## **J. Car Repairs/Insurance**

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1. Vehicle repair costs may be provided but must be directly linked to an allowable activity.
2. Required documentation includes:
  - a. copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle
  - b. proof of car insurance.
3. No cosmetic repairs will be paid using WIOA funds.
4. Vehicle insurance premiums for up to 6 months are also an allowable expense and is a one-time only payment. Two quotes for repairs are required unless the vehicle has to be towed.
5. The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid.
6. Maximum per participant is \$1,000 per program year.

7. This support service should be classified as FAS in the Iowa*WORKS* system.

## **K. Tools or Equipment**

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1. The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training.
2. The participant must submit documentation from the employer or training institute that the items are required.

3. This support service should be classified as MSS in the Iowa*WORKS* system.

## **L. Employment Related Expenses**

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1. Employment related expenses include various fees not covered in other categories that are related to education and/or employment, including licensing, bonding, background checks for work-based learning, and application fees.
2. The cost of required identification documents for education or employment is allowed.
3. The cost of a laptop for a participant doing a remote work- based learning activity is allowed.
4. The maximum amount per participant is \$500 per program year.

5. This support service should be classified as MSS in the Iowa*WORKS* system.

## **M. Supported Employment and Training (SET)**

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1. Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-to-one instruction and with the support necessary to enable them to complete occupational skill training and/or obtain and retain competitive employment.
2. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. An example of SET use in conjunction with an occupational skills training would be hiring a tutor to assist with classes.
3. SET may be conducted in conjunction with experiential learning activities. An example of SET

use in this situation would be the hiring of a job coach to assist an individual who has been placed in competitive employment.

4. The length of a Supported Employment and Training contract may not exceed six months per enrollment.
5. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services.
6. Itemized invoice or receipt is required.
7. This support service should be classified as SET in the IowaWORKS system.

## **Needs Related Payments**

### **A. Overview**

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1. Needs Related Payments (NRP) are cash payments to WIOA participants for general living expenses to enable them to continue and succeed in the WIOA Program.
2. Needs-related supportive services must be approved by the WIOA Project Director and paid directly to the participant.
3. The maximum for a Need Related Payment per participant is \$500 per program year.
4. NPR's are one of the supportive services authorized by WIOA.
5. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.
6. NRPs are available for the following fund sources:
  - a. Adult,
  - b. Dislocated Worker,
  - c. Out-of-School Youth, and
  - d. In-School Youth.

### **B. Adult Eligibility**

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1. Participants enrolled in the Adult program must meet the following criteria to receive needs-related payments:
  - a. Be unemployed,
  - b. Not qualify for, or have ceased qualifying for, unemployment compensation,
  - c. Be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.

### **C. Dislocated Worker Eligibility**

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1. Participants enrolled in the Dislocated Worker program must meet the following criteria to receive needs-related payments:

- a. Be unemployed, and
  - b. Have ceased to qualify for unemployment compensation or Trade Readjustment Allowance, and
  - c. Be enrolled in a program of training services under WIOA Title I by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
  - d. Be unemployed and not qualify for unemployment compensation or Trade Readjustment Allowance (TRA) under TAA and be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.
2. For dislocated workers, payments must not exceed the greater of either of the following levels:
    - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
    - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff.
    - c. The weekly payment level must be adjusted to reflect changes in total family income, as determined by Local WDB policies.
    - d. At least quarterly, the amount of family income must be reviewed to determine if adjustments must be made in the amount of NRP payments.

#### **D. Youth Eligibility**

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1. Participants enrolled in the Youth program must meet the following criteria to receive needs-related payments:
  - a. Be unemployed
  - b. Not qualify for or have ceased qualifying for unemployment compensation.

#### **E. Approval of Support Payments**

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1. A WIOA Project Director and/or Operations Supervisor in each center will be responsible for reviewing and approving support payment request for WIOA Adults, Dislocated Workers, and Youth to ensure all WIOA requirements have been met, and the request is appropriate and to ensure sufficient funds are available.
2. In the event that any supportive service not previously outlined in this policy is requested or requires more than the allowable maximum amount or cap, as stated in policy a waiver may be submitted to the board Executive Director. In consultation with the appropriate committee chairs and authorization to exceed the maximum will be awarded on a case-by-case basis. Proper justification must be outlined on the waiver. Written justification from the customer is required prior to making the payment.

*Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities*