

**Chapter 21: Youth
Monthly Financial Reporting For Regular WIA Youth Program**

Issue Date: July 1, 2010 Updated: October 7, 2010
Effective Date: Ongoing

Required Action

Action: To provide WSAs with guidance on monthly financial reporting requirements for activities funded under the Regular WIA Youth Program.

Who: All WSAs and youth service providers in the State of Minnesota.

Background: All grant recipients must report monthly financial data in accordance with instructions issued by DEED. Failure to meet the deadline (without prior approval) may result in suspension of Cash Requests. The Regular WIA Youth Program Financial Status Report (FSR) was updated on April 29, 2010 and was issued for reporting PY 2010 Regular WIA Youth Program expenditures effective with the first month's FSR (due August 20, 2010).

Policies and Procedures:

DEED Cash Requests: After the start of the grant period and costs are incurred, grantees may request cash reimbursement using the DEED Cash Request form. In general, cash requests are to be submitted for costs already incurred and should be submitted to DEED at regular intervals (i.e. on a monthly basis). The DEED Cash Requests form (see Attachment A) is available at: <http://positivelyminnesota.com/assets/policies/doc/cashreq.doc>. DEED Cash Management/Cash Requests Policies are more fully described in Chapter 510 of DEED's Policy and Procedures Manual which is sent out with each Grant Agreement.

Monthly Financial Status Reports: Monthly Financial Status Reports (FSRs) outlining monthly expenditures are to be submitted to DEED by the 20th of each month for each month of the grant period until a Final Report is submitted, even if there were no expenditures.

Cost Categories: The following nine major cost categories have been established under the Regular WIA Youth Program: administration, in-school youth wages/fringe benefits, out-of-school youth wages/fringe benefits, in-school direct services, out-of-school direct services, in-school youth support services, out-of-school support services, in-school other services, and out-of-school youth other services. It is the policy of DEED that costs be tracked accordingly.

Definition of Cost Categories:

Administration: The costs associated with the overall management and administration of the Regular WIA Youth Program; these costs are not directly related to provision of services to participants.

In-School Youth Wages/Fringe Benefits: Funds spent on wages and fringe benefits for eligible youth who do not meet the definition of an out-of-school youth for the period that the youth is not enrolled in the summer component (between April 1 and September 30).

Out-of-School Youth Wages/Fringe Benefits: Funds spent on wages and fringe benefits for eligible youth who is a school dropout, either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

In-School Youth Direct Services: Funds spent on direct services for eligible youth who are enrolled in the summer component.

Out-of-School Youth Direct Services: Funds spent on direct services for eligible youth who is a school dropout, either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

In-School Youth Support Services: Funds spent on support services for eligible youth who do not meet the definition of an out-of-school youth for the period that the youth is not enrolled in the summer component.

Out-of-School Youth Support Services: Funds spent on support services for eligible youth who is a school dropout, either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

In-School Youth Other Services: Funds spent on Other Services for eligible youth who are enrolled in the summer component.

Out-of-School Youth Other Services: Funds spent on other services for eligible youth who is a school dropout, either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

LIMITATIONS ON COSTS

Administration - A maximum of ten percent (10%) of the WSA's allocation may be used for administrative purposes.

Out-of-School Youth – At least thirty percent (30%) of the WSA's allocation must be used to serve out-of-school youth for the period that the youth is not enrolled in the summer component.

A copy of the Regular WIA Youth Program Monthly Financial Status Report (FSR) form with instructions, dated April 29, 2010 is attached (see Attachment B). An Excel version of the FSR, as well as other DEED forms, is available for download from the DEED Youth Financial Forms Website (see:

http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development/Administrative_Policy_Information/DEED_Youth_Financial_Forms.aspx).

Attachments:

Attachment A – DEED Cash Request and Instructions

Attachment B – Regular Youth WIA Program Financial Status Report (FSR)

Reference Section:

Cites/References: Training and Employment Guidance Letter (TEGL) No. 16-99, Change 1; WIA Youth Administrative Manual, Chapter 2.

Contacts:

Kay Tracy (voice 651/259-7555; fax: 651/215-3842; TTY: 651/296-3900; email: kay.tracy@state.mn.us)

Youth website:

http://www.positivelyminnesota.com/All_Programs_Services/Office_of_Youth_Development