

Catawba WIA Instruction Number: PY02-001

TO: All PY'02 WIA Contractors

ISSUANCE DATE: August 14, 2002

EFFECTIVE DATE: Immediately

SUBJECT: Financial Reporting Requirements

All WIA Contractors in the Catawba Workforce Investment Area are required to comply with the enclosed financial reporting instructions.

Enclosed are all necessary reporting forms. These forms are available upon request on disc or by email.

Financial Status Reports

All contractors must report accrued expenditures monthly using the Financial Status Report. These reports are due on the workday closest to the tenth (10th) day of each month. This must be done regardless of whether a request for payment has been submitted and regardless of whether any expenses have been incurred that month

Requests for Payment

Contractors are not required to file Requests for Payment monthly. All Requests for Payment received by the 10th day of the month will be processed for payment by the end of that month. Requests received after the 10th will be included in the next month's request. Contractors may submit a joint Request for Payment for Adult and Youth grants but must submit a separate form for Dislocated Worker grants.

Any questions regarding this matter should be directed to Mary Ann McDow or me.

Robert A. Barber
WIA Administrator