

Obligation of WIOA Funds Policy

- 1) There will be contact person at the LCADD office to report all obligations to.
- 2) When a participant is determined to be eligible and a need for training has been determined and the commitment to send the participant to training is made, an estimated amount of cost will be forwarded to the contact person a LCADD. This amount will be marked as pending but will count against the funds to be obligated.
- 3) When correct amount of training and is finalized, that number will also be forwarded to the contact person at LCADD. The amounts will be changed from the estimated amount to the correct cost. This is accomplished by using the Program Year New Participant or Revisions Team.
- 4) On a monthly basis when any new participants or adjustments are made to list, contact person will supply Workforce Quality Coordinator with updated totals.
- 5) Career Manager will also supply an obligation amount for the second year of training, if needed, to the contact person.
- 6) Any failure to comply with these procedures will result in Career Manager replying to Workforce Program Director as to why.

It is extremely important that we have a method of real time tracking of obligations. This policy is to ensure that funding is not over obligated.