

Advanced Individual Fund Tracking (AIFT) Module Frequently Asked Questions

How have time period naming conventions in AIFT changed from year one (PY21) to year two (PY22)?

- Previously:
 - WorkLink Adult Program Year 2021 Funds (program year distribution):
 - Time Period Name: 21A001P
 - Timeframe: 07/01/2021 – 06/30/2023
 - WorkLink Adult Program Year 2021 Funds (fiscal year distribution):
 - Time Period Name: 21A001F
 - Timeframe: 10/01/2021 – 06/30/2023
- **Starting in PY 2022: Budgets are created by program year distribution only.**
 - WorkLink Adult Program Year 2022 Funds:
 - Time Period Name: 22A001
 - Timeframe: 07/01/2022 – 06/30/2024
 - **A new fund stream must be created for Dislocated Worker funds earmarked for Adult (and vice versa):**
 - WorkLink Fund Stream Name: 01-DW to Adult
 - Time Period Name: 22DWtoAdult
 - Timeframe: 07/01/2022 – 06/30/2024
 - Youth funding will continue its current naming convention for time periods:
 - WorkLink Youth Program Year 2022 Funds (In-school Youth):
 - Time Period Name: 22ISY001
 - Timeframe: 04/01/2022 – 06/30/2024
 - WorkLink Youth Program Year 2022 Funds (Out-of-school Youth):
 - Time Period Name: 22OSY001
 - Timeframe: 04/01/2022 – 06/30/2024

Where does the Budget amount come from that is entered into the Fund Management Time Period? Is it the total amount per line item from the contractual agreement such as training costs and supportive service costs, or does it come from the Financial Status Report (FSR)?

- The amount that populates into the budget area under each time period is the expected/budgeted amount for participant costs such as Work Experience, On-the-job Training, Supportive Services, and Occupational Skills Training. Program funds for Staff and Operating Costs are not included.
- Once a fund stream has been selected, the budget then appears for each of the services that will be created by case management staff, and vouchers/payments will be applied to that budget.
- As funding changes, the budget may be edited. For example, if there is a voluntary reallocation of funds from/to your LWDA and the participant cost budget changes, the time period budget can be amended to reflect these changes.

When a time period ends, all active vouchers must be closed after all payments are made in SCWOS for that service.

- When a time period ends, staff must close out vouchers with remaining balances.
- If there are payments still outstanding, staff must:
 - Add a new time period to the service in the participant record.
 - Create new vouchers and subsequent payments.
- SCWOS will not automatically re-create any budget or voucher.

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How do you close out a voucher with a remaining balance?

- Example: John Doe is in training and has a \$15,000 budget. There have been \$7,000 in paid vouchers.
 - Staff must:
 - Open the most recent payment made.
 - Check the “No further payments will be made against this obligation” checkbox to allow for the current open voucher(s) to be paid in full.
 - Select “Deallocate remaining funds” for any remaining vouchers with obligations tied to the service.
- Identify vouchers that have not been paid in full by pulling the IFT Basic Management Report—Detailed Reports -> Financial Reports -> Fund Management -> IFT Basic Management Report.

Will the payments and/or obligations in AIFT be compared to the FSR?

- There is no current plan to compare the participant expenditures in SCWOS to submitted FSRs.

Will subrecipients be expected to select time periods based on program year or fiscal year fund distributions?

- No, because LWDA's are no longer required to maintain time periods for both fiscal and program year funds in SCWOS.

In-school Youth (ISY) versus Out-of-school Youth (OSY)—LWDA's receive Youth funding in a combined format. Is it possible to, for example, put all Youth funding into the OSY fund stream, time period, and budget, and then move funding to the ISY fund stream, time period, and budget when the LWDA plans to use ISY funding?

- Yes. Because Youth funding is one grant, LWDA's may assign budgets as they see fit. If a LWDA wants to assign all Youth funds to the OSY fund stream, time period, and budget until such time as they plan to serve ISY, this is fine. It is simply a way to differentiate how much Youth funding is being spent between the two (OSY and ISY).

Will lifetime fund limits include the costs associated with the converted fund stream (i.e., fund streams in existence prior to the activation of the AIFT module [06/30/2021])?

- Yes.

Who is responsible for Fund Stream creation for additional grants received?

- LWDA's will be responsible to enter these fund streams, time periods, and budgets. Fund Streams and time periods should be created with the same naming convention as Adult, DW, and Youth.
- For example: Lowcountry Resiliency Grant Funds:
 - Fund Stream: 12-Resiliency Grant
 - Time Period: 22LRA12
 - Timeframe: 12/01/2021 – 05/31/2023