



INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA Local Instruction 21-03, Amendment 1

TO: Youth Contractor

SUBJECT: Advanced Individual Fund Tracking

DATE ISSUED: <u>July 1, 2022</u>	DATE EFFECTIVE: <u>Immediately</u>	DATE EXPIRES: <u>Indefinitely</u>
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Purpose: To remove the requirement to provide fiscal data by both program year and fiscal year when using the Advanced Individual Fund Tracking (AIFT) Module in SC Works Online Services (SCWOS).

Background: The WIOA Productivity Dashboard has been developed to display quarterly data for the Key Performance Indicators (KPIs) identified by the State Workforce Development Board (SWDB) to monitor and assess performance of WIOA Title I programs. In conjunction with Financial Status reports (FSRs), SCWOS will be used to collect programmatic and fiscal performance data for the dashboard.

SCWOS currently allows state and local staff to track and monitor real-time data on expenditures related to training programs, supportive services, and other participant activities for federal, state, and local programs administered within the system. This includes the ability to issue vouchers. With the addition of the AIFT module, funds accounting and tracking functionality will fully integrate with the SCWOS case management modules. The AIFT module provides functions to record budget, obligations, and payments, by office and by service provider. Obligations and payments link to specific individual services, to providers and other payees, and to funding sources. For more information about the additional capabilities of the AIFT module, see the “**Basic versus Advanced Fund Tracking Modules in Virtual OneStop**” document available in SCWOS under Staff Online Resources.

Policy: To ensure that needed data is available for the WIOA Productivity Dashboard, Local Areas must:

- Utilize the AIFT module in SCWOS to provide timely and accurate data on obligated and paid participant costs.
- Create fund streams, time periods, and budgets in SCWOS based on the LWDA’s Notice of Funds Authorization (NFA). Time periods for fund streams must be broken down by program year.
- Submit FSRs, which are necessary for providing information on program spending, including costs other than participant costs.
- Amend and/or create Statements of Work and local policies and/or procedures as appropriate in order to comply with these new data collection needs in SCWOS.


For technical guidance on participant cost data entry in SCWOS, the following are available in SCWOS under Staff Online Resources:

- **SCWOS AIFT Training Guide**
- **SCWOS AIFT Contracts Training Guide**
- **AIFT FAQ**

Reports in SCWOS using real-time data on participant obligations and expenditures will be available to local and program staff for analysis of the collected data.

Action: You are responsible for the implementation of this policy.

Inquires: Should you have any questions regarding this instruction, please contact Dana Wood at 864-596-2028 ext. 100, TTY 711, or at wood@upstateworkforceboard.org.



Ann Angermeyer, Director

Source: *State Instruction 21-01, Change 1. Replaces Local Instruction 21-03.*