



GREENVILLE COUNTY  
Workforce Development Board

*Preparing the workforce, growing our economy*

# INSTRUCTION LETTER

**INSTRUCTION NUMBER:** WIOA Regional 21-06 Amendment 1

**TO:** SC Works Contractor

**SUBJECT:** Advanced Individual Fund Tracking

<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
<b>ISSUED:</b> <u>August 3, 2022</u>	<b>EFFECTIVE:</b> <u>July 1, 2022</u>	<b>EXPIRES:</b> <u>Indefinitely</u>

**Purpose:** To provide guidance on using the Advanced Individual Fund Tracking (AIFT) Module in SC Works Online Services (SCWOS) in order to provide timely and accurate data on funds spent directly on Workforce Innovation and Opportunity Act (WIOA) Title I participants.

**Background:** WIOA has offered an opportunity to continue to modernize the public workforce system, and achieve key hallmarks of a customer centered public workforce system, where the needs of business and workers drive workforce solutions, where one-stop centers and partners provide excellent customer service to job seekers and businesses, where the public workforce system pursues continuous improvement through evaluation and data-driven policy, and where the public workforce system supports strong regional economies.

In an effort to further modernize and provide needed data for data-driven program management and evaluation, the WIOA Productivity Dashboard is currently in development. When operational, the dashboard will display real-time 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.

SCWOS will be the primary tool 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:** Local contractors must fully utilize the AIFT module in SCWOS to provide timely and accurate data on obligated and paid participant costs. For technical guidance on participant cost data entry in SCWOS, see the “**SCWOS AIFT Training Guide**” and the current “**AIFT FAQ**” sheet available in SCWOS under Staff Online Resources. By maintaining participant cost data in SCWOS, real-time data on the WIOA Productivity Dashboard will be available for data-driven decisions by local and state program staff.

Reports are available in SCWOS for analysis of the collected data. State and local staff will be able to efficiently evaluate compliance with fund stream spending requirements including State Instruction 17-04, Change 2, Participant Cost Rate Policy, on an on-going basis throughout the fiscal year and program year.

Local boards will create time periods and budgets based on the local area's Notice of Funding Authorization (NFA). Time periods for fund streams in SCWOS must be broken down by program year to ensure the data is accurate for reporting and analysis.

In addition to recording participant cost data in SCWOS, local areas will continue to submit Financial Status Reports (FSRs). FSRs are necessary to provide information on program spending, including costs other than participant costs. Furthermore, local areas must 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.

To be clear, local contractors should continue to utilize in-house fund tracking systems in addition to SCWOS until further notice.

At this time the local area is requesting clarification from the regarding the use of earmarked funds as it relates to AIFT.

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

**Inquires:** Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at [eanagnostis@greenvillecounty.org](mailto:eanagnostis@greenvillecounty.org) Dana Wood at 864-596-2028 ext. 100, TTY 711, or at [wood@upstateworkforceboard.org](mailto:wood@upstateworkforceboard.org).



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Source: State Instruction 21-01, Change 1