



PEE DEE LWDA INSTRUCTION NUMBER: 21-008

To: Pee Dee LWDA Contractors

Subject: Advanced Individual Fund Tracking (AIFT) Module

Issuance Date: August 27, 2021

Effective Date: July 1, 2021

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

Background: The Workforce Innovation and Opportunity Act (WIOA) has offered an opportunity to continue to modernize the public workforce system and achieve key hallmarks of a customer centered public workforce system. The State Workforce Development Board (SWDB) has identified Key Performance Indicators (KPIs) 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 WIOA Productivity Dashboard. The WIOA Productivity Dashboard is currently in development and, when operational, will provide real-time data for those key performance indicators. The Advanced Individual Fund Tracking (AIFT) module provides functions to record budgets, obligations, and payments, by office and by service provider. The AIFT module is fully integrate with the SCWOS case management modules.

Policy: The Pee Dee Local Workforce Development Area (LWDA) will adhere to the State's policy governing Advanced Individual Fund Tracking Module as outlined in the instruction letter. The State's policy is incorporated by reference and as attachment to the Pee Dee LWDA's local instruction letter.

Action: Staff must fully utilize the AIFT module in SCWOS to provide timely and accurate data on obligated and paid participant cost. Participant costs include the cost of classroom training, work experience, on-the-job training, all supportive services, and any expenses made directly for a participant. **This does not include any program funds for staff and operating costs.** The LWDA will be responsible for creating time periods and budgets based on the local area's Notice of Funding Authorization (NFA) and other award documents from its grantor(s). The Pee Dee LWDA Contractors will be responsible for the following through the AIFT module:

- Creating and Issuing Client Vouchers
- Approving /Denying Client Vouchers
- Managing Obligations
- Adding and Processing Payments
- Issuing Refunds (as applicable)
- Creating and Managing Provider Contracts such as (Work Experience Contracts, On the Job training and Project Contracts).

The contractor's management team will be responsible for approving and denying all vouchers in the AIFT module. Career Coaches must ensure that casenotes are entered in SCWOS when vouchers have been created and the managers will enter a case to either approve or deny approval of the voucher. The S.C. Department of Employment and Workforce (SCDEW) has provided technical assistance guidance on participant cost data entry into the AIFT module via the "SCWOS AIFT Training Guide" and the most updated "AIFT FAQ" which can be located under the Staff Online Resources Page.

Unless otherwise stated, the LWDA will activate funding streams in the AIFT, and contractor staff is expected to use them, in the following order:

1. Formula Funds Carried Over
2. Program Year (PY) Funds
3. Fiscal Year (FY) Funds

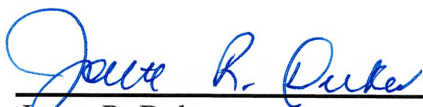
At times, other funding, such as Rapid Response for Additional Assistance Funds, State Restoration Funds, or other funds designed to supplement formula funds, is awarded and that funding will run concurrently with formula funding. When multiple funding streams are active, the contractor must establish protocols to direct staff regarding the funding streams they should use to record vouchers and in what order. The protocol must adhere to the established order for expending formula funds as outlined above, while maximizing the use of supplemental funding awarded.

When the LWDA receives approval to earmark and expend dislocated worker funding on adults, the local area will create and activate a new funding stream in the AIFT to reflect the earmarked funds and the contractor will be notified to suspend the use of adult formula funds and use earmarked funds for adult participant costs.

The effective date of this instruction letter is July 1, 2021, which means the contractor must ensure that all participant obligations and expenses incurred on July 1 or later are recorded in the AIFT. The contractor is required to review its participant files to ensure all financial data regarding direct participant costs is appropriately accounted for in the AIFT. If an activity on a participant has been closed and retroactive data entry is required, please contact April Gaskins for assistance. Retroactive data entry must be completed by the LWDA if the activity has been closed.

The LWDA's annual and lifetime maximums for Individual Training Accounts (ITAs), as well as the annual supportive services limit, have been incorporated into the AIFT. When a waiver of the annual limits is approved by the LWDA, it will also be necessary for the LWDA to establish an individual limit for the approved waiver. The individual limit will allow an exception to the established system limit.

Questions pertaining to this instruction should be directed to April Gaskins at (843) 702-3147.



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STATE INSTRUCTION NUMBER 21-01

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators

Subject: **Advanced Individual Fund Tracking Module**

Issuance Date: July 9, 2021

Effective Date: Immediately

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.

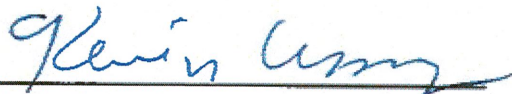
Policy: Local areas must fully utilize the AIFT module in SCWOS to provide timely and accurate data on obligated and paid participant costs. For technical guidance on participant cost data entry in SCWOS, see the “**SCWOS AIFT Training Guide**” and the current “**AIFT FAQ**” sheet available in SCWOS 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 areas must 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 and fiscal year, as applicable for the specific program fund stream, 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.

Action: Please ensure that all appropriate staff receive and understand this guidance.

Inquiries: Questions may be directed to PolnPro@dew.sc.gov.



Kevin Cummings, Assistant Executive Director
Technical Services, Policies, and Reporting