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200 New River Town Center
Beckley, WV 25801

Region 1 Workforce Development Board Policy Letter #24

Subject: Administrative Costs

Effective Date: February 17, 2021

Overview:

20 CFR 683.215 (a) states that, “The costs of administration are expenditures incurred by State and Local WDBs, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, and local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.”

Policy:

Region I Workforce Development Board (R1WDB) will ensure that all administrative costs of third-party entities as described in 20 CFR 683.215(a) are being captured on monthly reports submitted in the Statewide (MACC) Fiscal Reporting System.

R1WDB will modify all related policies and procedures to incorporate steps to assure all administrative costs of all organizations are being captured in monthly reporting processes to WorkForce West Virginia.

R1WDB will maintain:

- Monthly Budget to Actual reports by cost categories of Administrative Costs & Program Costs (See Attachment: WIOA Sub-recipient Monthly Reporting Form).
 - Third party expenditures must be reported distinguishing between Administrative Costs and Program Costs.
 - All backup documentation to support the figures reported can be requested by FAM at any time.
- Budget to Actual reports will be submitted to FAM on a monthly basis once a practical method of submission is established.

Expiration Date: Effective until rescinded or modified by the Region 1 Workforce Development Board.

Approved:	1.28.21	Executive Committee
	2.11.21	R1WDB Members
	2.17.21	LEO Members