



## NEW YORK STATE WORKFORCE DEVELOPMENT SYSTEM TECHNICAL ADVISORY

### Workforce Development System Technical Advisory #10-5

**TO:** Workforce Development Community

**DATE:** April 21, 2010

**SUBJECT:** New Trade Act Reporting Requirements

***Purpose:***

To advise LWIAs of changes to the fiscal reporting requirements under the Trade and Globalization Adjustment Assistance Program.

***Background:***

Per Training and Employment Guidance Letter (TEGL) 6-09 (see references for link), USDOL has made significant changes to the reporting requirements for the Trade and Globalization Adjustment Assistance Act (TGAA). This TEGL combines three different reports – the ETA 563 (a fiscal aggregate report), the Trade Activity Participant Report (TAPR) and the Alternative Trade Adjustment Assistance Activities Report (ATAAA) – as part of the Paperwork Reduction Act. It also expands the fiscal component.

**It is now required by USDOL that Trade Act accruals and expenditures be reported by individual, rather than being aggregated by petition number.**

To comply with this legislation, we have begun transitioning our Trade Act fiscal data to a system called PeopleSoft. Eventually, this system will form the fiscal component of the Trade Assistance Act Management System (TAAMS). The TAAMS will be a comprehensive database of all Trade Act related information.

Once TAAMS is fully functional, users will be able to enter fiscal data directly into the system for each individual in the program. In the interim, you will be required to submit a revised monthly Accrued Expenditure Report that will capture the necessary data.

***General Changes:***

- A new monthly Accrued Expenditure Report (AER) has been developed and is attached to this Technical Advisory. The new report no longer aggregates the information by petition number or program year. Data will be collected by individual claimant with separate tabs for accruals and expenses, rather than program years.
- The name of the TAA-eligible customer and their OSOS ID# will now be required

elements.

- Several new features have been added to the AER form to make data entry easier, including dropdowns to some fields to increase data accuracy.
- Obligations and cumulative data will no longer be collected.
- The report will continue to be due the 10<sup>th</sup> day of the following month.
- The Certification, Monthly Statement of Daily Cash Transactions (MSDCT) and Monthly Summary Cash Report (MSCR) for Trade Act will **not** change.
- **This change does not affect monthly reporting for WIA funding.**

### ***Explanation of Changes – New Tabs:***

#### **AER Cover Tab**

	A	B	C
1		Trade Adjustment Act	
2		Monthly Accrued Expenditure Report	
3			
4		LWIA #: 36005	
5		LWIA Name: Albany-Rens-Schen	
6		Report Month and Year: May 2010	
7			
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23			

On this tab, choose the name of your LWIA from the dropdown list in the LWIA Name field. The LWIA # is a locked field and will fill in automatically once you choose a name. Report Month and Year should be filled in as shown.

These data fields will fill all the other LWIA Name and Report Month and Year fields throughout the workbook.

#### **New Fiscal Tabs –Accruals and Monthly Cash Exp**

The **TAA Benefit Accrual Code** and **TAA Benefit Expense Code** fields are also filled automatically and do not require data entry. All of these fields are locked and cannot be edited. These codes are necessary to successfully upload the data to our new fiscal software.

Both new fiscal tabs also have drop downs for the fields Program Year of Allocation and TAA Benefit.

## Accruals - Sample

	A	B	C	D	E	F	G	H	I
1		<b>Trade Adjustment Act</b>							
2		<b>Monthly Accrued Expenditure Report - Accruals</b>							
3									
4			LWIA #: 36005						
5			LWIA Name: Albany-Rens-Schen						
6			Report Month and Year: May, 2010						
7									
8									
12									
13		<b>OSOS ID#</b>	<b>Petition #</b>	<b>Name of Claimant</b>	<b>Program Year of Allocation</b>	<b>TAA Benefit</b>	<b>TAA Benefit Accrual Code</b>	<b>Accruals</b>	
14		NY445846564	65485	Joseph Smith	FY08	Training	561200	\$ 5,000.00	
15		NY660555469	54685	Jane Doe	FY08	Training	561200	\$ 4,000.00	
16		NY554689762	78795	Frank Roe	FY09	Job Search	562200	\$ 200.00	
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18									
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32									

The Accruals tab should be used to record accruals for all individuals.

## Monthly Cash Exp (Expenditures) - Sample

	A	B	C	D	E	F	G	H	I
1		<b>Trade Adjustment Act</b>							
2		<b>Monthly Accrued Expenditure Report - Monthly Cash Expenditures</b>							
3									
4			LWIA #: 36005						
5			LWIA Name: Albany-Rens-Schen						
6			Report Month and Year: May, 2010						
7									
8									
12									
13		<b>OSOS ID#</b>	<b>Petition #</b>	<b>Name of Claimant</b>	<b>Program Year of Allocation</b>	<b>TAA Benefit</b>	<b>TAA Benefit Expense Code</b>	<b>Monthly Cash Expenditures</b>	
14		NY445846564	65485	Joseph Smith	FY08	Training	561100	\$ 3,000.00	
15		NY660555469	54685	Jane Doe	FY10	Training	561100	\$ 2,500.00	
16		NY554689762	78795	Frank Roe	FY09	Training	561100	\$ 1,500.00	
17									
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The Monthly Cash Exp tab should reflect any cash expenditures made for individuals in a given month.

### ***Preparation for Conversion to new system:***

In order to move smoothly to the new system, all LWIAs must submit a “snapshot” report, due June 10, showing the status of their TAA-eligible customers as of May 31, 2010. This report must include all allocations made to individuals using FY08, FY09 and FY10 funds. The information on FY07 funds should **not** be reported.

On or before June 4, we will provide each LWIA with a list of individuals and the allocations and deobligations they have received as of May 31 to assist with this process. **For each individual, the total current accruals and expenditures should be recorded in the fields provided.** This will provide a complete picture of those three funding years and produce accurate reports.

When you save the file, please use the following naming convention: **(LWIA Name)\_Snapshot**

Once the initial upload of the data you provide is completed, we will supply you with another report to confirm your records were uploaded successfully.

### ***After Conversion – Moving Forward:***

Starting with the report due July 10, the attached Revised TAA AER form should be used for monthly reporting. LWIAs should continue to send their reports to the reporting mailbox at: [DEWS.AERS-TAA@labor.state.ny.us](mailto:DEWS.AERS-TAA@labor.state.ny.us).

Additionally, a printed copy, signed by an authorized signatory for the LWIA, must be mailed to:

Ms. Sheila Maddox  
Division of Employment and Workforce Solutions  
Office of Workforce Investments  
NYS Department of Labor  
Governor Averell Harriman State Campus  
Building 12, Room 290  
Albany, NY 12240

Once we have received, verified and uploaded the data to our new fiscal system, we will generate a Monthly Accrued Expenditure report from this system and distribute it to the local areas and state field representatives. The report will look similar to the monthly AER you have been providing to us; however, you will have the ability to drill down into the data all the way to the individuals.

Here is a sample report showing the totals for each program year:

1	2	B	C	D	E	F	G	H	I	J
	2				Report As Of September 30, 2009					
	3	LWIA								
	4				Total	Current Month	Current Month	Total	Total Accrued	Remaining
	5		OSOSID #	Claimant	Allocation	Accruals	Expenditures	Expenditures	Expenditures	Allocation
	6									
	7			<b>Training</b>						
	8									
	9			FY08						
+	34		All Claimants		74,778.90	0.00	0.00	0.00	0.00	74,778.90
	35									
	36			FY09						
+	120		All Claimants		463,230.78	0.00	88,592.86	306,691.36	306,691.36	156,539.43
	121									
	122			FY10						
+	126		All Claimants		16,352.00	0.00	0.00	0.00	0.00	16,352.00
	127									
	128			<b>Job Search</b>						
	129									
	130			FY08						
	131		All Claimants		0.00	0.00	0.00	0.00	0.00	0.00
	132									
	133			FY09						
	134		All Claimants		0.00	0.00	0.00	0.00	0.00	0.00
	135									

Here is the same report with the Training section for FY09 expanded:

1	2	B	C	D	E	F	G	H	I	J
	2				Report As Of September 30, 2009					
	3	LWIA								
	4				Total	Current Month	Current Month	Total	Total Accrued	Remaining
	5		OSOSID #	Claimant	Allocation	Accruals	Expenditures	Expenditures	Expenditures	Allocation
	6									
	7			<b>Training</b>						
	8									
	9			FY08						
+	34		All Claimants		74,778.90	0.00	0.00	0.00	0.00	74,778.90
	35									
	36			FY09						
•	37		NY004889740	REP	5,900.00	0.00	0.00	4,425.00	4,425.00	1,475.00
•	38		NY005828580	RICH	3,583.00	0.00	0.00	2,687.25	2,687.25	895.75
•	39		NY006086674	BLO	2,185.00	0.00	0.00	1,638.75	1,638.75	546.25
•	40		NY006130927	MA	6,200.00	0.00	0.00	4,650.00	4,650.00	1,550.00
•	41		NY006239350	SILL	7,881.00	0.00	0.00	5,910.75	5,910.75	1,970.25
•	42		NY006981862	LAW	6,200.00	0.00	0.00	4,650.00	4,650.00	1,550.00
•	43		NY007049501	ONE	2,762.00	0.00	0.00	2,071.50	2,071.50	690.50
•	44		NY007129380	SCO	5,720.15	0.00	4,290.11	4,290.11	4,290.11	1,430.04
•	45		NY007387345	GRE	726.40	0.00	0.00	0.00	0.00	726.40
•	46		NY007468602	MA	6,200.00	0.00	0.00	4,650.00	4,650.00	1,550.00

This report will ensure that inaccurate data can be identified and corrected quickly and easily. Other reports may also be developed as circumstances warrant.

**Action:**

- A “snapshot” file will be required from all LWIAs showing current activity as of May 31, 2010. **This file will be due on June 10** in lieu of the regular Accrued Expenditure report.
- Starting with the report due July 10, 2010 for the month of June, 2010, LWIAs will be required to use the attached **Revised TAA AER** form for monthly accrual and expenditure reporting. The older, aggregate form will no longer be accepted.

**Policy:**

Procedures and Penalties for Late and/or Inaccurate Reporting:

LWIAs that have not submitted all their WIA monthly financial reports in accordance with the due dates and/or have submitted reports that are substantially inaccurate within a twelve (12) month period, will be subject to the following:

1. For the first occurrence, cash will be suspended until the Local Area submits the report with a written explanation (email is acceptable) explaining why the report is late or inaccurate. The explanation must:
  - a. Outline the reason(s) for the late or substantially inaccurate submission of the report(s);
  - b. Describe the action being taken to remedy the problem;
  - c. Indicate the date the accurately revised or delinquent report(s) will be submitted to the State for approval. (In no case should the submission of the accurately revised or delinquent report be more than 45 days after the end of the reporting period) for example the December report must be submitted by February 14th;
  - d. Note any technical assistance needed to correct the problem.

The written explanation should be sent to:

Mr. Rocco Tenenini  
Division of Employment and Workforce Solutions  
Office of Workforce Investments  
New York State Department of Labor  
Governor Averell Harriman State Campus  
Building 12, Room 290  
Albany, New York 12240  
Email: [Rocco.Tenenini@labor.ny.gov](mailto:Rocco.Tenenini@labor.ny.gov)

A copy must also be sent to the Local Area's FOTA and State Representative. If a written explanation is not received within five (5) days of the report's due date, the LWIA will be subject to #2 below.

2. For the second occurrence, the Local Area's authority to draw down cash will be suspended for two weeks. This suspension will take place as soon as it is determined that the LWIA is not in compliance with the Department's reporting policy for the second time.
3. For the third occurrence, the Local Area's ability to draw cash will be suspended indefinitely until a formal meeting takes place between NYSDOL and the LWIA to reach a solution to the corrective actions needed.

LWIAs will be notified via e-mail if they are subject to any of the penalties above. This notification will be sent to the LWIB Director and the Fiscal Manager.

***Inquiries:***

Questions regarding this Technical Advisory should be directed to Sharie FitzGibbon at (518) 457-9060 or may be sent via email at: [sharie.fitzgibbon@labor.ny.gov](mailto:sharie.fitzgibbon@labor.ny.gov).

***References:***

USDOL Training and Employment Guidance Letter (TEGL) 6-09 -  
<http://wdr.doleta.gov/directives/attach/TEGL/TEGL06-09acc.pdf>

***Attachments:***

**A.** Revised TAA AER Template