

Reporting Procedures for Training and Career Services Expenditures

Training and Career Services expenditures must be reported on the **FFR (federal financial report) in section 9** for the Youth, Adult and Dislocated Worker programs, for each of the open grant allocations:

1. Training services expenditures must be reported on line 9h on each monthly report submitted
 2. Career Services expenditures must be reported on line 9i on each monthly report submitted
 3. The data must on the cumulative basis
 4. The Detailed Expenditure Breakdown (DEB) Report does not have a specific line for training and career services due to being listed in multiple break down categories.
 5. Each of these two-line items should represent the total accrued expenditures for each of these categories and **it is a portion of the amount reported in 8B (e) – Federal share of expenditures.**
- ❖ Refer to **Exhibits 3-500A-1** (Youth), **3-500A-2** (Adult) and **3-500A-3** (Dislocated Worker).