

DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Workforce Innovation and Opportunity Act (WIOA) Title I-B
Informational Broadcast (IB)
20-009
Adding Client Budgets in AJC
Effective Immediately

This Informational Broadcast is to inform all Local Workforce Development Boards (LWDB) of the requirement to enter client budgets and payment information into the Arizona Job Connection (AJC) system, for all WIOA Title I-B Adult, Dislocated Worker, and Youth Program participants who receive training services listed on the Eligible Training Provider List (ETPL). Client budgets and payment information must be entered for the AJC system to calculate the Cost per Participant for the ETPL Report.

The Workforce Innovation and Opportunity Act (WIOA), requires each state to submit an Eligible Training Provider Report annually. The submission of the Eligible Training Provider (ETP) report is due on October 1st each year. The Cost per Participant is required to be included in this report for WIOA Title I-B Adult, Dislocated Worker and Youth Program participants that receive training services listed on the Eligible Training Provider List.

In order for the Arizona Job Connection (AJC) system to calculate the “Cost per Participant,” service provider staff must enter client budgets and payments into the AJC system. The AJC system uses the “Cost per Participant” field, as the dominator, and the expense payment dates within the enrollment period as the numerator to calculate the Cost per Participant for the report.

Recently, an edit check for the “Cost per Participant” field in the AJC system was added to the report. An error occurs when the “Cost per Participant” field is blank, and payment information is not entered into the AJC system. These errors will prevent the Department of Economic Security from submitting the ETP Annual Report to the US Department of Labor.

See Exhibit IB 20-009-E for instructions on how to enter client budgets and payments into the AJC System.

All requests for clarification should be sent to EA-WIOA@azdes.gov.