

DWD DET Expenditure Reporting System (DER)

Effective July 1, 2015 DER replaced CORE as the Department of Employment and Training (DET) payment management and tracking system for DET grants. DER can be accessed at:

<http://dwd.wisconsin.gov/der/>

Attached are copies of the following resources:

- DER Homepage and Menu
- DET Expenditure Reporting Contacts
- Frequently Asked Questions about DET Expenditure Reporting (DER)
- The Youth Apprenticeship (YA) Grant Report Form

All payments issued by the DER system are done through ACH, so each agency needs to set up their ACH account with the DER staff prior to any payment requests. If your agency was set up on CORE, there is no need to submit additional paperwork for DER unless your banking information has changed.

Under the Resources /Contacts link, general DER questions should be directed to Warren Honkola, the DWD/DER accountant. Mr. Honkola is the person to work with on DER report issues and ACH set-up. His contact information is: Warren.Honkola@dwd.wisconsin.gov and telephone number is (608) 267-3400.

Amy Phillips and Jamie Bernthal are contacts for Youth Apprenticeship Program questions, and their contact information is under the Resources/Contacts link.



DWD DET Expenditure Report

Attention: Starting July 1, 2015, CORE reporting for the WI Dept of Children and Families (DCF) will be found on a new, separate website: <http://dcfcore.wisconsin.gov/>. Please be sure to update your bookmarks and favorites for this important DCF website change.

CORE Forms

- [Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [Wisconsin Fast Forward \(WFF\)](#)
- [Wisconsin Fast Forward - HSP Training Grant](#)
- [Wisconsin Fast Forward - HSP Training Grant Round 2](#)
- [Youth Apprenticeship \(YA\)](#)
- [WISCAP](#)

Cash Requests

STAR Invoice Forms (Coming soon)

- [Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [Wisconsin Fast Forward \(WFF\)](#)
- [Wisconsin Fast Forward - HSP Training Grant](#)
- [Youth Apprenticeship \(YA\)](#)

SFY 2016

- [Contract Balance \(CORE\)](#)
- [Payment Confirmation \(CORE\)](#)
- [STAR Purchase Order \(Coming Soon\)](#)
- [STAR Payment Confirmation \(Coming Soon\)](#)

Expenditure and Matching Reports

Only Financial Status Report (FSR) [accrual expenditures](#), [unliquidated obligations](#), [program income](#), [program expenditures](#), and memo only codes are included on these reports.

- The WIOA FSR Expenditure lists the FSR expenditures for active grants through the indicated month.
- The Accrued Expenditures and Unliquidated Obligations tab compares these amounts to the contract amount through the indicated month. If the FSR available balance is negative (except for "memo only" codes), the agency needs to resolve the issue. Total accrued expenditures plus total unliquidated obligations should never exceed the contract amount.
 - [Financial Status Report](#)
 - Financial Status Report Form (COfE) (Coming Soon with STAR)

Audit Resources

- [Contract Balance](#)
- Payment Confirmation
 - [Fiscal Year 2015](#)
 - [Fiscal Year 2014](#)
 - [Fiscal Year 2013](#)
- Funding Sources COfE/CFDA's
 - [2015](#)
 - [2014](#)
 - [2013](#)
- Funding Sources STAR
 - [2016 \(Coming Fall 2016\)](#)



DET Expenditure Reporting Contacts

Name	Primary Responsibilities	Phone
Warren Honkola	General CORE Questions; STAR Payment Questions	608-267-3400
Janel Wolff	DOL Grants (WIOA & Rapid Response)	608-267-7629
Rich Gollither	NEG; DOL Grants	608-261-4419
Annette Meudt	Auditor Contract Coordinator for WIOA and Other Grants	608-261-8489
Sandra Hiebert	Wisconsin Fast Forward WFFGrants@dwd.wisconsin.gov	608-267-3803
Lori Uttech-Hanson	Wisconsin Fast Forward High School Pupil Program	608-267-6705
Amy Phillips	Youth Apprenticeship Program	608-267-3214
Jamie Bernthal	Youth Apprenticeship Program	608-267-7210



Frequently Asked Questions about DET Expenditure Reporting (DER)

Q1. When am I getting paid?

Dept.	Program	Due Date	Anticipated Web Report Date	Expected ACH Date
DWD	Education (i.e. Youth Apprenticeship)	20	25	last day of month
DWD	Wisconsin Fast Forward	5	25	first day of next month
DWD	WIA - Cash	Thursday at 4:30 pm	Following Monday	Following Tuesday

Q2. What should I include when I email my expenditure report to CORE?

To make certain your expenditure reports are reported correctly, you are required to follow some simple naming standards and procedures. This is required because DWD processes a large volume of grants for DWD. Please read carefully.

- The Excel spreadsheet must be saved as "**Agency Code Agency Name Program Month Year.xls**." For example, the Northwest WI CEP Inc. July 2015 expenditure report would be saved as AFNWCEP072015.xls. If the spreadsheet is not saved in the correct format, or saved as an incorrect month, it will not be picked up and processed by the system automatically.
- The email to DWD should include the same information in the subject line as the file name. Therefore, the subject line in the email for NWCEP Inc. as shown above would state AFNWCEP072015.
- For DWD grants only, reports submitted to the CORE email box of FinGrants@dwd.wisconsin.gov will be processed.

Q3. Do I need to file paper copies of the CORE expenditure reports?

No, paper copies of the electronic expenditure reporting forms are not required.

Q4. What needs to be in the final report for a contract?

The final report must contain all the information included in the last month's report, modified for any changes from the original last month report. Do not send just the changes from the original last report, as CORE operates on a replacement basis.

For example: The agency has two line codes, with the original amounts reported as \$15,000 on LC 0861 and \$10,000 on LC 0700. After the contract ended, but within the closeout time period

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Youth Apprenticeship Grant EXPENDITURE REPORT

Department of Workforce Development

State of Wisconsin

Agency Name	Agency Contact Name	Agency Contact Phone Number
Agency Code (2 characters, not your FEIN)	- for DWD use only - DEXP MISC	Agency Contact Email
FINAL REPORT: (Type YES or NO in cell A10)	Reporting Period:	Month Year
		Agency Contact Fax

LINE CODE NAME	Program Code	Class Code	Line Code	Current Month Expenditures
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YA Coordinator Costs	1471	03	2- 1471	
YA Student Costs	1472	03	2- 1472	
YA Employer Costs	1473	03	2- 1473	
YA Administrative Costs	1474	03	2- 1474	
TOTAL CASH REQUESTED				0.00

YA Local Matching Funds	9460	03	2- 9460	
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Save file as: "[Agency Code] [Agency Name] Program Month Year.xls"
For example *Badger Agency's July Report* would be saved as "ZZ Badger YA 07 2015.xls"
Using the above file name as the Subject line, submit this form via email to:
FinGrants@dwd.wisconsin.gov

Retain One Copy for Agency Records

DATE SUBMITTED	
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The submission of this report certifies that the expenditures identified here, claiming federal and state reimbursement, are true and correct in the amounts stated, have not been reimbursed previously, and represent actual and necessary costs of administering provisions of the contract.