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STATE INSTRUCTION NUMBER 16-02

To: WED Area Directors
WED Regional Managers
WED Workforce Consultants
TAA Regional Coordinators

Subject: Trade Adjustment Assistance Vouchers

Issuance Date: August 17, 2016

Purpose: This State Instruction communicates procedures regarding the issuance and maintenance of vouchers in the Trade Adjustment Assistance (TAA) program.

Background: Each voucher issued in TAA creates a financial obligation based on the stipulations contained in the voucher. The voucher is also used in reporting to the USDOL. Therefore, the issuance and management of vouchers demand accuracy and timeliness.

Policy: Effective immediately, staff must adhere to the following guidelines and procedures related to vouchers.

1. Transportation Vouchers

- Issue transportation vouchers in the same manner as training vouchers, one academic term at a time. This procedure will reduce the significant difference in obligations and actual expenditures when reporting to the USDOL each quarter.
- When a training voucher is issued for an upcoming term, a new transportation voucher must also be issued to cover that academic term. When the participant's schedule is received, the transportation voucher should be calculated based on the number of days per week in training multiplied by the daily rate of transportation. That amount is then multiplied by the number of weeks in the term.
- Vouchers in SCWOS:
 - Payable To: Vouchers must be issued payable to the participant. The system defaults to "Service Provider", which automatically makes DEW-TAA the payee. Therefore, "Participant" must be selected. Any voucher issued payable to DEW-TAA will be closed or voided and must be reissued correctly.
 - Reference No: Enter the voucher purpose and term information.
 - Date: The voucher issuance date is always "Today."

- **Expire Date:** The voucher expiration date defaults to one year after issuance. This must be changed to 15-20 days after the end of the academic term, giving the participant sufficient time after the term ends to submit attendance forms for transportation reimbursement.
- **Beginning Date and Ending Date:** Service beginning and ending dates must coincide with the time frame of the service for which the transportation voucher is being issued. If issuing a transportation voucher for travel to an exam that is for one day only, the service beginning and ending dates will be the same (i.e. the exact date on which the test is scheduled).
- At the end of the term, state-level TAA Accounts Payable (AP) staff will close the voucher to de-obligate funds that were not expended.

2. Training Vouchers

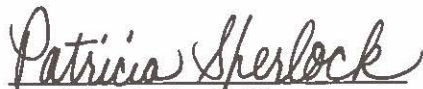
- Training includes the cost of tuition, books, fees, tests, etc.
- When a voucher for training is created, provide as much information as possible in the comment box. This will allow AP staff to determine liability for the invoices received.
- Vouchers must be issued prior to the service begin date. In the rare instance a voucher must be issued after the service has already started, an explanation must be entered in the comment box.
- Staff must be knowledgeable of drop/add dates for each training provider and each academic term. After the drop/add date, each participant must be contacted to ensure s/he is still enrolled in all required and agreed-upon classes. If a training program is discontinued during the drop/add period, both the training provider and AP (TradeAccountsPayable@dew.sc.gov) must be notified immediately to avoid incurring costs for that academic term.
- Satisfactory progress must be determined prior to creating a new training voucher for a continuing student. Satisfactory progress is determined via final grades for the term or by using training benchmarks, as required by USDOL in TEG 10-11. Further State guidance on Training Benchmarks was issued in March 2013.
- **Vouchers in SCWOS:**
 - **Payable To:** Vouchers must be issued payable to a “Service Provider” or “Another Provider,” as applicable.
 - **Reference No:** Enter the voucher purpose and term information.
 - **Date:** The voucher issuance date is always “Today.”
 - **Expire Date:** The voucher expiration date defaults to one year after issuance. This must be changed to three (3) months after the service begin date. This will give service providers/vendors 3 months to invoice DEW-TAA.
 - **Beginning Date and Ending Date:** Service beginning and ending dates must coincide with the time frame of the service for which the voucher is being issued. If issuing a voucher for a test fee, the service beginning and ending dates will be the same (i.e. the exact date on which the test is scheduled).
 - At the end of the term, AP staff will close the voucher to de-obligate funds that were not expended.

3. Activity Closure

- Prior to closing a training or transportation activity, ensure that all vouchers are voided or closed in order to de-obligate funds that were not expended. Vouchers for which additional invoices are expected may be left open.
- Local staff is responsible for voiding vouchers in which no payments were made. AP staff is responsible for closing all other vouchers.
- Notify AP staff of all active vouchers in need of closure (i.e. vouchers in which some payments were made, but no additional invoices are expected). The more detail local staff provides initially in the voucher comment box, the better AP staff can gauge whether future invoices are expected.

Action: WED Workforce Consultants are responsible for adhering to these procedures.

Inquiries: Questions may be directed to Kelli Grant at 803-737-3254 or kgrant@dew.sc.gov.



Patricia Sherlock, Director
Policies and Procedures