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**STATE INSTRUCTION NUMBER 21-01, Change 1**

**To:** Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators

**Subject:** **Advanced Individual Fund Tracking Module**

**Issuance Date:** June 30, 2022

**Effective Date:** July 1, 2022

**Purpose:** To remove the requirement to provide fiscal data by both program year and fiscal year when using the Advanced Individual Fund Tracking (AIFT) Module in SC Works Online Services (SCWOS).

**Background:** The WIOA Productivity Dashboard has been developed to display quarterly data for the Key Performance Indicators (KPIs) identified by the State Workforce Development Board (SWDB) to monitor and assess performance of WIOA Title I programs. In conjunction with Financial Status Reports (FSRs), SCWOS will be used to collect programmatic and fiscal performance data for the dashboard.

SCWOS allows state and local staff to track and monitor real-time data on expenditures related to training programs, supportive services, and other participant activities for federal, state, and local programs administered within the system. This includes the ability to issue vouchers. With the addition of the AIFT module, funds accounting and tracking functionality will fully integrate with the SCWOS case management modules. The AIFT module provides functions to record budgets, obligations, and payments, by office and by service provider. Obligations and payments link to specific individual services, to providers and other payees, and to funding sources. For more information about the additional capabilities of the AIFT module, see the “**Basic versus Advanced Fund Tracking Modules in Virtual OneStop**” document available in SCWOS under Staff Online Resources.

**Policy:** To ensure that needed data is available for the WIOA Productivity Dashboard, Local Workforce Development Areas (LWDAs) must:

- Utilize the AIFT module in SCWOS to provide timely and accurate data on obligated and paid participant costs.
- Create fund streams, time periods, and budgets in SCWOS based on the LWDA's Notice of Funds Authorization (NFA), including separate fund streams for Dislocated Worker funds earmarked for Adult and vice versa. Time periods for fund streams must be broken down by program year.
- Submit FSRs, which are necessary for providing information on program spending, including costs other than participant costs.
- Amend and/or create Statements of Work and local policies and/or procedures as appropriate in order to comply with these new data collection needs in SCWOS.

For technical guidance on participant cost data entry in SCWOS, the following are available in SCWOS under Staff Online Resources:

- SCWOS AIFT Training Guide
- SCWOS AIFT Contracts Training Guide
- AIFT FAQ

Reports in SCWOS using real-time data on participant obligations and expenditures will be available to local and program staff for analysis of the collected data.

**Action:** Please ensure that all appropriate staff receive and understand this guidance.

**Inquiries:** Questions may be directed to [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).



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