

Shared Cost/WIA Admin Adjustment

The following method can be used to calculate the amount of shared costs going to WIA administration. This will not change the shared costs charged to WIA, only move some of the costs charged automatically to WIA programs via the RMS to the WIA Admin allocation.

First you must determine which employees in the shared cost pool are considered administration for WIA. Please review the Department of Labor definitions of administration to make this determination. After making this determination you can begin filling out the Administrative Cost Allocation Form.

Section A Lists staff considered Admin for WIA

- In the first column list the employees by their job titles
- In the next column list the FTE(s) of each employee
- In column three the salaries for the employees
- In column four fringe benefits
- Column five, WIA related travel reimbursement for each employee
- The subtotals for each employee go in the last column, grand total at the bottom

Section B is used to calculate the FTE percentage used to determine how much of 010-20 would be considered administration for WIA

- Enter the number of FTEs from Section A
- Enter the total number of FTEs for the entire agency from the 4290 report
- Divide the FTEs from Section A by the total FTEs to determine the percentage to apply to 010-20

Section C Adjust Shared operating costs, 010-20

- Enter the total 010-20 shared costs for the quarter
- Enter any WIA travel from Section A, since it has already been figured in that total
- Subtract the travel amount from total amount, enter difference here

Section D Calculate Adjusted WIA Administrative Cost

- Enter the FTE percentage of 020, or 030 cost pool in the first block on the top line. This comes from your QuIC, or CORE reports. Multiply the grand total of Salaries, Fringe and Travel from Section A, by that FTE percentage and enter the result in the next block (The percentage you use depends on which cost pool your WIA staff are in.)
- On the next line enter the percentage from Section B. Multiply the Shared operating costs from the last line of section C, enter the results in the adjacent block.
- Total the two dollar amounts on the next line

Section E Calculate Coding adjustment by WIA program

- On the top line enter the total from Section D into each of the three cells
- On the next line enter the WIA percentages from your IM or SS RMS into the Youth, Adult and Dislocated columns
- Multiply the amount on the top line by each percentage and enter the results into each cell, this amount is the amount that should be charged to the WIA admin allocation

Section F 020 or 030 cost pool adjustment It's possible that staff in the 020 or 030 cost pool may be involved in developing Requests for Proposals, or WIA contract negotiations. If that is the case, determine how much time they spent on these activities and determine the dollar value of the hours they spent in this activity.

- Enter that amount in each of the top cells.
- On the next line enter the same RMS percentages you used in Section E
- Multiply the top line by the RMS percentage and list the results in the corresponding cell. The total of this amount will need to be adjusted from the 020, or 030 cost pool and be charged to the WIA admin allocation.