

# Instructions for Submitting ITA Funding Information for the ETP Annual Report

## Background

Wisconsin is required to submit an annual performance Eligible Training Provider (ETP) report to the U.S. Department of Labor using the applicable [ETA-9171](#) which outlines the data elements and their definitions. Data element 138 in the [ETA-9171](#) requires the state to report Individual Training Account (ITA) funds expended for each training program that was published on the state's Eligible Training Programs List (ETPL) at any point during the most recently completed program year. If the training program is included in the annual ETP report, the state must report the ITA funds expended on that training program for the four most recently completed program years. In order to comply with this reporting requirement, the Department of Workforce Development-Division of Employment & Training (DWD-DET) requires each local Workforce Development Board to complete and submit an ITA funding spreadsheet following the instructions contained in this document.

## What are "ITA funds"?

"ITA funds" are the costs of tuition and any required fees (e.g., athletic center fees, technology fees, lab fees) that are paid directly to the training provider on behalf of a WIOA Title I participant for a training service. Supportive services relating to the training service are not considered ITA funds. The tuition and required fees should be reported based on the date payment was issued to the training provider.

## How do we know which training services to include in the report?

Local WDBs (or their fiscal agents on their behalf) must use the Web Intelligence (WebI) report titled "ITA Funding Report for Annual ETP Federal Report" to compile the required information in an Excel spreadsheet. This report is available in the DWD's BI Launch Pad. The report shows the training services for the specified timeframe that had an ITA associated with the service. Detailed instructions for accessing the report are outlined in this document.

## When is the ITA funding information due and how do we submit it to DWD-DET?

The completed spreadsheet must be submitted to DWD-DET by **August 15<sup>th</sup>** (or the next business day if it falls on a weekend). Email the completed spreadsheet to [DETETPL@dwd.wisconsin.gov](mailto:DETETPL@dwd.wisconsin.gov).

## What if I don't have access to DWD's BI Launch Pad?

Complete and submit a [DETS-10-E Form](#). Check the "Business Objects (BI)" option for DET Systems and the "JCS Customer" option for Data. Select "Viewer" for Access Level.

## How do we compile the ITA funding information for DWD-DET?

Follow these steps:

1. Log in to the [BI Launch Pad](#).

Once logged in, navigate to the report: Folders > Public Folders > DET > JCS2 > Customer > Title I > ITA Funding Report for Annual ETP Federal Reporting.

Click [here](#) to access a short video clip showing how to access the report.

2. Once you select the report, the "Prompts" screen will display. Enter the "Begin Date" for the start of the Program Year of interest, the "End Date" for that Program Year, and select your WDA. Then, click the "Run" button.

Click [here](#) to access a short video clip demonstrating how to complete the "Prompts" and run the report. The default dates for the report are for Program Year 2024, but those can be updated. The video shows how delete the default dates and add new dates.

3. Once the results have populated, click "Fund Source" and ensure the following filter options are selected if available in your filter dropdown: Rapid Response Grant (covers Rapid Response Additional Assistance Grants), WIOA Title 1B Adult, WIOA Title 1B Dislocated Worker, WIOA Title 1B Youth. See screenshot, below.

**Note:** Depending on your WDA's results, you may not see all the filter options displayed in the screenshot.

The screenshot shows the 'Prompts' screen for the ETPL report. The 'Fund Source' dropdown menu is open, displaying the following options:

- All
- DWG Funded Grant
- Other
- Rapid Response Grant
- STC
- WIOA Set-Aside Other
- WIOA Title 1B Adult
- WIOA Title 1B Dislocated Worker
- WIOA Title 1B Youth

At the bottom of the dropdown, there is a '4' next to a 'Reset' button. The background shows a table with columns for ITA, WDA, Coc, and Institution Name.

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4. Export your WDA's results into an Excel spreadsheet and fill out the "Expenditures" column (column J) in the spreadsheet so that each row shows the ITA funds that were paid for that training service. Ensure the cell format for this column is set to "Accounting."

Click [here](#) to access a short video clip showing how to export the results into an Excel spreadsheet and change the cell formatting to "Accounting."

### **What if I have questions about the data I need to include?**

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