**WIOA Program Stand-in Costs**

1. Name of Grant Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer Identification

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program Year Grant Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title 5. Reporting Period 6. Stand-in Cost Amount

|  |  |  |
| --- | --- | --- |
| Adult Program |  | $ |
| Youth Program |  | $ |
| Dislocated Worker Program |  | $ |
| Other (Describe) |  | $ |
| Total Stand-in Costs |  | $ |

7. Explanation

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date

**Instructions for Completing the WIOA Program Stand-in Costs**

A separate form must be completed for each program year, if required. Stand-in costs must be assigned to a program year and a program. These stand-in costs must also be reflected on the FSR at the time the cost is realized.

**Item 1-3:** Enter the name, address and Federal Employer Identification Number of the Grant Recipient (not the Fiscal Agent unless the Grant Recipient and Fiscal Agent are the same).

**Item 4:** Program Year – Indicate the program year that is being reported.

**Item 5:** Reporting Period – Enter the Local Area Fiscal Year under the applicable funding stream.

**Item 6:** Stand-in Costs Amount – Indicate the amount being stated as stand-in costs for each program being closed. This amount should be the same as the amount shown on the final FSR.

**Item 7:** Explanation – Discuss the reason and source of the stand-in costs. Since stand-in costs will be reviewed at time of audit if an audit exception is found, be prepared to substantiate these costs.

**Item 8:** Authorized Signature – Must be signed by the Authorized Fiscal Agent and dated.