

Ordering the WIA Title 1 Annual Certification Report in TRAC

The WIA Title I Annual Certification Report will be available on the TRAC system by the end of October. Below are instructions for using this report, which will be deployed as part of the TRAC Performance Standards module.

1. Select Performance Standards from the TRAC main menu.

The TRAC Performance Standards sub-menu will be displayed.

2. Select WIA Title 1 Annual Certification from the TRAC Performance Standards sub-menu.

The WIA Title 1 Annual Certification Count screen will be displayed.

3. On the WIA Title 1 Annual Certification Count screen select :

- ☐ Report Period (Program Year) from the available drop down list;
- ☐ Transactions through choice from the available drop list:
 - ☐ Current through last update: This displays the most current values for the ACR items, based on the last weekly performance standards summarization.
 - ☐ November 30 (Certification Date): This displays the official values for the ACR, based on the summarization performed after close of business on November 30. This is the version of the report which must be submitted to IDES by the Local Grant Recipient.
 - ☐ Incentive Review Date: This displays the values as of the review by IDES, which will be done prior to incorporation of incentive funds into the local grants.

The displayed screen counts will change as these selections are changed. If the November 30 or review recalculation summarizations have not yet been done, these selections will not contain any data.

4. Click on the Print button at the bottom of the WIA Title 1 Annual Certification Count screen to generate the WIA Title 1 Annual Certification Report form for printing.

The system will generate a report to the display area, which you can send to your printer. The form counts will be the same as the WIA Title 1 Annual Certification Count screen counts.

5. Optionally, the WIA Title 1 Annual Certification Count screen will allow for a selection of Provider Entity, Case manager, or ETC so that the counts can be viewed/printed at one of these levels.
6. In addition, clicking any count will provide a detail list of the customers included in the count by displaying the WIA Title 1 Annual Certification Detail screen. Clicking on the Print button on the WIA Title 1 Annual Certification Detail screen will generate a detailed report for printing.