Following is language individuals responsible for reconciliation can use to issue a final notice and the end of a reconciliation process to communicate 1) whether required partners owe additional amounts or will be credited as a result of the reconciliation and 2) that the amounts are found to be consistent with each partner’s relative benefit received. The final notice should include the final matrix of benefits of shared costs by required partner.

**Notice**

Date

As required by the Workforce Innovation and Opportunity Act (WIOA), a reconciliation of budgeted to actual costs for shared costs in the comprehensive one-stop center(s) of Local Workforce Innovation Area (LWIA) \_\_\_ was conducted for the Program Year (PY) \_\_\_\_.

The period of reconciliation was \_\_\_\_\_\_ to \_\_\_\_\_\_. The reconciliation process resulted in the following determination.

[ ]  Actual costs incurred during this reconciliation period were less than budgeted in the original PY \_\_\_\_ one-stop operating budget. As a result, each required partner’s allocation of those total costs decreased. The attached table shows each required partner’s credit.

OR

[ ]  Actual costs incurred during this reconciliation period exceeded the amounts budgeted in the original PY \_\_\_\_ one-stop operating budget. As a result, each required partner’s allocation of those total costs increased. The attached table shows the additional amount owed for each required partner.

**Please submit payment of this additional amount owed within 30 days of this notice to:**

|  |  |
| --- | --- |
| **Name of Entity:** | Click or tap here to enter name. |
| **Street Address:** | Click or tap here to enter address. |
| **City, State, Zip:** | Click or tap here to enter information. |
| **Phone Number for Questions:** | Click or tap here to enter phone number. |

Through the reconciliation process, each required partner’s share was found to be proportionate to the benefit received consistent with the matrix of benefits of shared costs.

Attached:

1. Amount credited/owed by required partner
2. Final matrix of benefits of shared costs by required partner