

# SCSEP Program Reporting Requirements

- Program
- Financial

Mon., 3:45 – 4:30



# Purposes of the Financial Status Report

- Records cumulative project expenditures and remaining funds
- Summarizes spending in cost categories and amount of non-federal share
- May be used to forecast expenditures and numbers of participants that can be served

# Financial Status Reports

Are based on  
accrued  
expenditures



# Purposes of the Quarterly Progress Report

- Records cumulative enrollment and termination (including placement and follow-up) of participants
- Summarizes community services provided
- Summarizes participant characteristics

# On-Line Reporting



# On-Line Reporting

- There are two required SCSEP reports:
- The SF 269 Financial Status report
- The Quarterly Progress Report (QPR) the ETA 5140

# When are the Reports Due?

- The reports are due 30 days after the end of the Federal Quarter.
- These dates are: October 31, January 31, April 30 and July 31.

# Timely Reports

- Reports must be timely...
  - This will be part of the responsibility review of grantees





# Why On-Line- Reporting?

- To reduce paper work
- To speed up reporting
- Increase efficiency



# What is needed?

- Have access to the internet
- Identify a primary and secondary contact
- and forward this information to ETA

# DOL will provide

- A pin number
- Password
- Instructions
- And the location of the URL



**Any Questions?**

See You Tommorrow!