

WIOA Billable Time Task Matrix

Quick Reference Guide for Workforce Development Grant Compliance

Task Category	Billable Status	Regulatory Basis
Eligibility determination (WIOA, TAA, etc.)	Billable - Program Cost	20 CFR 683.215(a)
Case management / career counseling	Billable - Program Cost	20 CFR 680.150
Developing Individual Employment Plan (IEP/ISS)	Billable - Program Cost	20 CFR 680.170
Employer engagement for job placement or appren...	Billable - Program Cost	29 CFR Part 29; TEGL 13-16
Tracking participant performance (MSGs, credent...	Billable - Program Cost	20 CFR 677.155
Supportive service coordination (transportation...	Billable - Program Cost	20 CFR 680.900
Training coordination (OJT, RA, classroom)	Billable - Program Cost	20 CFR 680.700
Preparing financial reports / payroll / invoicing	Billable - Administrative (10% cap)	20 CFR 683.215(b)
General HR, IT, procurement functions	Billable - Administrative (10% cap)	20 CFR 683.215(b)(2)
Audit resolution / monitoring subrecipients	Billable - Administrative (10% cap)	2 CFR 200.331; 20 CFR 683.220
Policy development / staff training on compliance	Billable - Administrative (10% cap)	TEGL 14-18
Lobbying or political activity	Not Billable - Unallowable	2 CFR 200.450
Fundraising / entertainment / alcohol	Not Billable - Unallowable	2 CFR 200.438
Supplanting local/state funds with federal funds	Not Billable - Unallowable	2 CFR 200.403(c)

Billable - Program Cost (Fully Chargeable)

Billable - Administrative (10% Cap)

Non-Billable - Unallowable

Source: Turbine Workforce ComplianceOps - WIOA Billable Time Guidelines
For more information, visit: /compliance/wioa-billable-time

Key Statistics:

- 7 activities are fully billable as program costs
- 4 activities are billable under 10% administrative cap
- 3 activities are non-billable/unallowable