

WIA INSTRUCTION LETTER

INSTRUCTION NUMBER: WIA 13-06

SUBJECT: ACTIVE INSTRUCTION LETTERS

TO: ALL WIA FUNDED GRANTEES AND SUBCONTRACTORS TO GRANTEES

DATE	DATE	DATE
ISSUED: <u>August 27, 2013</u>	EFFECTIVE: <u>Immediately</u>	EXPIRES: <u>Indefinite</u>

PURPOSE: The purpose of this instruction is to replace instruction letter WIA99-02 and advise all necessary entities of the procedure for filing and updating **Active Instruction Letters**.

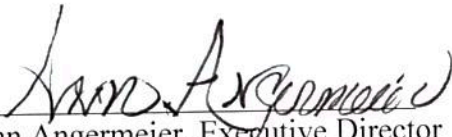
BACKGROUND: It is imperative that all issued instruction letters be read, understood, and filed in an orderly manner for easy access. Many of the directives from the Department of Labor and the State Administrative Entity are sent to you via instruction letters. The WIB office also will use an instruction letter at times as a means of documented communication on important issues.

ACTION:

- a. You are to establish a three-ring binder in which all WIA Instruction Letters should be placed.
- b. Instruction Letters should be filed in your binder by instruction letter number. This ensures easy access to the instruction letter when monitors visit your sites.
- c. A cover sheet like the one attached should be maintained at the beginning of the notebook listing all instruction letters in numerical sequence. If you would like this form via email, please call the WIB office.
- d. **You** are responsible for ensuring that you read and print **all** instruction letters. It is recommended that each of your employees initial the document after reading it.
- e. Your Instruction Letter binders will be viewed at monitoring to ensure that they are updated and organized per this instruction. Numerical numbering of letters is for your protection to ensure you are made aware of all directives to prevent you from incurring disallowed costs.

- f. Should you receive an instruction letter that is not clear to you, you should call the WIB office immediately and ask for clarification on the issue. We will also discuss any issued letters at our grantee meetings.

INQUIRIES: Should you have any questions concerning this instruction, please contact Ann Angermeier at telephone number (864) 596-2028, fax number (864) 596-2199, or by email angermeier@upstatewib.org.



Ann Angermeier, Executive Director
Upstate Workforce Investment Board

/attachment

Source: replaces WIB Office Instruction WIA 99-02

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