



INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 18-10

TO: All WIOA Funded Contractors and Program Staff

SUBJECT: To Request Technical Assistance & Site Visits

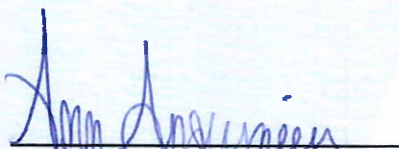
DATE ISSUED: <u>February 18, 2019</u>	DATE EFFECTIVE: <u>Immediately</u>	DATE EXPIRES: <u>Indefinitely</u>
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PURPOSE: To transmit our local procedure for requesting technical assistance and site visits from UWB staff. The instruction letter replaces WIA 13-19.

BACKGROUND: The UWB staff has always been available to provide technical assistance or visit sites when asked. We want to continue to have open communication with all contractors and WIOA funded staff when our assistance is needed. We developed a procedure to ensure requests are documented. It is to be used to request technical assistance so we may prioritize the requests and determine who would be best to address the need.

ACTION: Please use the attached form to request technical assistance and forward to Dana Wood at wood@upstateworkforceboard.org. We will act as quickly as possible to help you. Should we think a consultant could provide you with better training or technical assistance, we will arrange for their visit.

INQUIRIES: Should you have any questions concerning this instruction, please contact Dana Wood, Associate Director, at wood@upstateworkforceboard.org or via telephone at 864.596.2028 (TTY: 711)



Ann Angermeier, Director

Source: WIA Instruction Letter 13-19