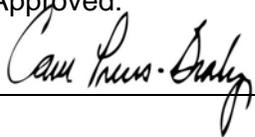


Department of Community Colleges and Workforce Development	Number: 589-00.0
	Revised: 10/05/06
	Page 1 of 2
SUBJECT: Workforce Investment Act Title IB Transmittal System	Approved: 

Purpose: To describe the system for dissemination of information from the Department of Community Colleges and Workforce Development (CCWD) to the Workforce Investment Act Title IB subrecipients.

Reference: PL 105-220 Workforce Investment Act

Policy: CCWD shall provide information regarding implementation and subrecipient performance of the programs and activities authorized by the Workforce Investment Act of 1998, Title I Subtitle B, Statewide and Local Workforce Investment Systems. Information will be disseminated through a transmittal system. Such a system shall include four types of transmittals:

1. CCWD WIA Title IB Policies and Procedures;
2. Oregon Administrative Rules;
3. Department of Labor Issuances; and
4. General Material.

All mandatory transmittals shall be posted at: <http://www.oregon.gov/CCWD>.

Transmittal Descriptions:

1. CCWD WIA Title IB Policies and Procedures – Provide basic information, policies and procedures, as well as references to other materials, and are organized under the following headings:

Purpose: This section provides a brief statement, usually one sentence, stating the purpose of the policy.

References: This section lists the documents that were consulted in creating the policy and the section of the Act and Federal or State regulations (e.g., Oregon Revised Statutes) that require the policy.

Definitions: This section defines terms used in the policy as necessary.

Policy: This section sets forth the State's policy position and includes general requirements, special actions or points that the subrecipient should note.

Procedures: This section outlines the actions that must take place to fulfill the requirements of the policy and identifies the party responsible for carrying out this action.

SUBJECT: Workforce Investment Act Title 1-B Transmittal System Activities	Number: 589-00.0
	Page 2 of 2

CCWD WIA Title IB Policies are organized into the following sections:

- 589-10 Financial Management System:
Policies and procedures regarding financial systems, including property and procurement, insurance and bonding.
- 589-20 Planning & Contracting:
Policies and procedures regarding Title IB program grant preparation, contracting and planning, modifications, proposal requests, and grant awards.
- 589-30 Technical Services:
Policies and procedures regarding participant eligibility, services, program requirements, training activities, performance measures and outcomes.
- 589-40 Risk Management:
Policies and procedures regarding equal employment, affirmative action, grievances, incident reports, debt collection, records retention and disposal, audits, and reviews.
- 589-50 Accountability Information System:
Policies and procedures regarding the development and implementation of the WIA Title IB program management information system and data reporting requirements.

2. Oregon Administrative Rules – Agency directives, standards, regulations or statements of general applicability that implement, interpret or prescribe law or policy, or describe the procedures or practices required of the Governor by the Workforce Investment Act and its regulations.
3. Department of Labor Issuances – Department of Labor issuances that establish requirements concerning the implementation or modification of the Act and Federal Regulations. These may include but are not limited to Training and Employment Guidance Letters (TEGL).
4. General Material – All other items distributed for informational or reference purposes (e.g., DOL Training and Employment Notices (TEN), CCWD memos, etc.).