To: W-2 Agency Directors  
Workforce Development Board Directors  
County Department of Social and Human Services Directors  
Child Support Agency Directors  
Child Care Program Directors  
Refugee Service Providers  
Tribal Chairpersons  
All DWS Contract and Grant Agencies

From: Bill Clingan  /s/  
Division Administrator

RE: Consolidation of Division Financial Policies

PURPOSE
This memo announces the plans of the Division of Workforce Solutions (DWS) to consolidate the many different financial policy manuals and sources into a comprehensive division wide manual.

In addition this memo releases four of these Financial Policies.

BACKGROUND
Currently there are approximately five program (W-2, Child Support, WIA, Refugee, and Child Care) plus other policy manuals and guides that document financial policies for programs that DWS administers through local partners.

Financial reporting instructions will continue to remain program specific.

* PROGRAM CATEGORIES:

AS--Apprenticeship FM--Financial Management ML--Migrant Labor TR--Transportation  
CC--Child Care FL--Foreign Labor Certification NA--Native American Services W-2--Wisconsin Works  
CS--Child Support IT--IT Systems RA--Refugee Assistance WIA--Workforce  
CF--Children First JC--Job Center TC--Tax Credit Programs Investment Act  
CR--Civil Rights LM--Labor Market Information TA--Trade Assistance

DWS-13961 (R. 07/2004)
DWS NEXT STEPS

DWS will be issuing a series of Financial Policies that consolidate and clarify current policy over the next twelve months. An initial set of four is attached.

These include: Equipment; Real Property; Prohibition on Profit; Cost Allocation Bases.

A financial policy on Subcontractor Audit Waivers has already been issued. The policy on W-2 subcontracts is being updated.

ACTION SUMMARY STATEMENT:
Agencies should review their policies and practices to ensure compliance with DWS policies and the federal regulations emphasized therein.

QUESTIONS
Any questions regarding this information should be directed to Mark Macke, (608-266-5309 or email mark.macke@dwd.state.wi.us) or Jim Foelker, (608-266-3623 or email james.foelker@dwd.state.wi.us) in the DWS Grants & Contracts Section or to your division contract/grant manager.