

## **Northwest Workforce Service Area Letter 1**

**Subject:** Northwest Workforce Service Area Policy and Procedure Series

**Issuance Date:** 1 January 2004, Revised 1 July 2008

**Effective Date:** 1 January 2004

**Action:** To establish an official Policy and Procedures Series for the Northwest Workforce Service Area.

**Background:** The Workforce Investment Act (WIA) requires that each Workforce Service Area deliver services in accordance with Federal Law and Federal or State regulations associated with WIA and related programs. This letter establishes a method for developing the local approach to following Federal and State requirements and in providing appropriate information to affected parties.

**Policy and Procedures:** The format established in this letter will be used in all future letters. Draft policies will be available for review and comment for about 30 to 60 days. After comments are reviewed, a final policy will be implemented by the Workforce Investment Board. The Policy and Procedures Series will be updated on an ongoing basis. Comments on final policies will be considered for future revision. Items to be covered by the policy and procedures series will include such items as:

1. Transmittal of Federal and State Policy
2. NWPIC Workforce Council and the Local Elected Official Board policy decisions
3. Administrative Procedures and Policies
4. Contracting Procedures
5. Program Reporting Requirements
6. Fiscal Management
7. Complaint and Grievance Procedures
8. Procurement
9. Monitoring
10. Adult Programs

11. Youth Programs
12. Dislocated Worker Programs

Numbering: Policies will be distinguished by utilizing the following numbering system:

1. Administrative Policies related to the administration of the program by the NWPIC be numbered from 1 to 100.
2. Program Operation Policies related to the daily program operation by the NWPIC and by the Program Operators will be numbered from 101 to 200.

All NWPIC policies and Procedures will be posted on the NWPIC website at [www.nwpic.net](http://www.nwpic.net) and will be available in alternative formats as requested.

**State Policy:** The State of Minnesota maintains a WIA Administrative Manual. The manual may be found at [www.deed.state.mn.us/wpd/policy/titleB/IB\\_index.htm](http://www.deed.state.mn.us/wpd/policy/titleB/IB_index.htm). The NWPIC will develop as appropriate any State policy and procedure to fit local needs but the State policy and procedure will be followed for those areas not covered in the NWPIC Policy and Procedure manual. Program operators will need to be familiar with both the State of Minnesota WIA Administrative Manual and the NWPIC Policy and Procedure Manual.

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