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TO: Program Directors
Local Offices Managers

FROM: Diana Gushrowski,
Interim Deputy Commissioner/Controller
Finance and Administration

DATE: July 16, 2004

SUBJECT: DWD Commissioner's Directive 2004 - 04
Policy Information Pitney Bowes Meters

RE: All funding Sources Administered by DWD

Purpose: To issue continuation of policy information and procedures for the existing Pitney Bowes Mailing Machines in field offices.

Rescission: DWD Communication 2001-41

Content: Use of the Pitney Bowes mail meters apply to all programs administered by Department of Workforce Development (DWD), Local Veterans Employment Representatives (LVER), Disabled Veteran Outreach Program (DVOP), Wagner-Peyser, Wagner-Peyser 7B, Unemployment Insurance (UI), Cost Center Overhead, Trade Adjustment Act (TAA), and Work Opportunity Tax Credit (WOTC). The Workforce Service Areas (WSAs) will provide postage for all their programs.

All outgoing mail must be categorized by funding source. For example, all Wagner/Peyser mail should be metered at one time, and the dollar amount documented; all Unemployment Insurance mail metered at one time, and the dollar amount documented; and all Veteran mail metered at once, and dollar amount documented.

An electronic Excel spreadsheet will be sent to the local office contacts to be used when reporting monthly postage costs. Attached is a sample of the format to be used. **USE THIS FORMAT ONLY; DO NOT CREATE A DIFFERENT FORMAT.** Contact John McLane at (317) 232-1819 if you do not receive the electronic spreadsheet. This monthly report is due in Federal Accounting Section, Room 307, the first working day after the prior month.

The mail meters have the capability of adding monies to the meters by Postage by Phone. The U. S. Department of Labor, through its OMAS program, directly pays the U. S. Postal Service for our postage. When the dollar amounts decrease and additional monies are needed, between the hours of 8:00 a.m. – 8:00 p.m. (ET), Monday through Friday, call **1-800-872-7678**, and ask for customer assistance. When calling be prepared to provide the Master Account Number, **60071404**, and the model and serial number of the mail meter.

PLEASE NOTE Offices should not keep in excess of three months worth of postage on meters in anticipation of this change in procedure. Information will be forthcoming based on guidance from the Department of Labor.

The mail meters require the following supplies: ink cartridges, ink, self-adhesive meter tapes, and Eazy Seal water solution. All supplies have been included in the contract with Pitney Bowes. Call **1-800-522-0020** to order supplies. When calling, be prepared to provide the model and serial number of the mail meter.

All Pitney Bowes postage machines have a maintenance agreement that was contracted with the vendor for all offices. The maintenance and repair service contract is a full-service agreement including parts and labor. Repair service is to be done within six hours of contact. Call **1-800-522-0020** in case repair or service is required. When calling, be prepared to provide the model and serial number of the mail meter.

Effective Date: July 19, 2004

Review Date: July 19, 2006

Ownership: Office Services

Action: Continuation of existing policy until expiration of the equipment lease agreement. If you have questions, please contact Darrell Smith, Manager Office Services, at (317) 232-7351, or Theresa Froelich, Supervisor, Mail Services, at (317) 232-7343.

cc: Implementation Section

PITNEY BOWES METER CODES FOR DWD PROGRAMS

METER PROGRAM	PROJECT NAME	PROJECT CODE(S)
CODE 1	LVER	0202
CODE 2	DVOP	0203
CODE 3	Wagner-Peyser	0205, 0207, 0164,
CODE 4	Unemployment Insurance	0209, 0210, 0213, 0219, 0225
CODE 5	Wagner-Peyser 7B	0249
CODE 6	<u>void</u>	
CODE 7	<u>void</u>	
CODE 8	Cost Center Overhead	9999
CODE 9	TAA	0170
CODE 10	WOTC	0175

Project Code Definitions:

0202	LVER
0203	DVOP
0205	Employment Services
0207	Trade Program - ES
0164	Labor Certification
0155	State/Local LMI
0209	UI Federal Supplemental Compensation
0210	Unemployment Insurance
0213	Quality Control
0219	Trade Program - UI
0225	Internet
0249	Wagner/Peyser 7B
9999	Cost Center Overhead
0170	Trade Adjustment Act
0175	Work Opportunity Tax Credit

Indiana Department of Workforce Development Postage Meter & Postage Stamp Form

Format for Reporting Postage Costs By Programs

<u>Month/Year Prd</u>	<u>Project Name</u>	<u>Unit Cost</u>
_____	LVER	_____
	DVOP	_____
	Wagner-Peyser, 7A	_____
	Unemployment Insurance	_____
	Wagner-Peyser, 7B	_____

	Rapid Response	_____
	Cost Center Overhead	_____
	TAA	_____
	WOTC	_____
	Monthly Total:	<u><u>\$0.00</u></u>

Local Office Name: _____

Print/Type Name: _____

Signature Date: _____