INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Dustin Stohler
General Counsel

DATE: January 28, 2009

SUBJECT: DWD Policy 2008-34
Indiana Department of Workforce Development's Grant Recipient Requirements; Non-compliance Remedies; Workforce Investment Act Required Incentives; and, Indiana Department of Workforce Development Oversight Responsibilities

Purpose
To reiterate Indiana Department of Workforce Development requirements and responsibilities for reports and record keeping from its grant recipients; to explain the remedies available for failure to comply; to explain what Workforce Investment Act programmatic incentives are; and to explain what grant oversight responsibilities are.

Rescission
None

Contents
Grant recipients are required to keep records including participant records and documentation that Indiana Department of Workforce Development (IDWD) deems sufficient to permit the preparation of reports required by federal and state funding sources and to permit the tracing of funds to a level of expenditure adequate to ensure that funds have not been spent unlawfully. These reports will be in a form and manner determined by the IDWD to assure compliance with fiscal requirements, help determine program effectiveness and integrity, conform with the requirements of the Workforce Investment Act (WIA, 29 U.S.C. § 2801 et seq.), the Wagner-Peyser Act (29 U.S.C. § 49 et seq.), and corresponding regulations (OMB Circulars), and fulfill other requirements of programs which it administers.

Remedies for noncompliance with law, regulations, and Indiana Department of Workforce Development policy may include, but are not limited to:

1. technical assistance, clarification and corrective action opportunities
2. assistance in the development of a performance improvement plan or the development of a modified local plan
3. repayment of disallowed costs

The Department shall establish an incentive system based on Workforce Investment Act performance measures for the purpose of evaluating and monitoring the performance of an integrated employment and training system. State measures may also be included.

The Indiana Department of Workforce Development will perform evaluation and monitoring. Oversight responsibilities and activities will be determined and communicated by the Indiana Department of Workforce Development to grant recipients, and other entities directly contracting with IDWD.

The Department's Regional Workforce Boards and Workforce Investment Boards will procure audits in a manner that is consistent with Department policy and the requirements of the Indiana State Board of Accounts.

Review Date
December 31, 2009

Ownership

Director of Oversight
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Field Operations
Indiana Department of Workforce Development
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Effective Date
January 1, 2009

Action
Indiana Department of Workforce Development directors and managers will ensure that staff who work with this policy's subject matter are aware of the details contained in this policy and follow its guidelines.