INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

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

THROUGH: Scott Sanders, Chief Financial Officer
Indiana Department of Workforce Development

DATE: February 26, 2010

SUBJECT: DWD Commissioner's Directive 2009-09
WorkOne Site Lease Copy Requirement

Purpose
The Indiana Department of Workforce Development (DWD) is requesting that a copy of every WorkOne Center and WorkOne Express site lease currently in effect *which is not held by DWD* be submitted to the Department.

Content
The Indiana Department of Workforce Development is requesting a copy of each fully signed WorkOne Center or WorkOne Express site lease not held by DWD from across the State. This includes leases signed by a Workforce Investment Board, Regional Workforce Board, Regional Operator, Indianapolis Private Industry Council staff person or service provider. The copies are due by **Friday, March 5, 2010.** The copies may be sent by postal mail or e-mail.

Whenever a WorkOne site lease *not held by DWD* is signed in the future, a copy is to be sent to DWD within thirty days of the signature date. The leases should be submitted to:

Indiana Department of Workforce Development
ATTN: Manager, Management Services
10 N. Senate Avenue, Room SE303
Indianapolis, IN 46204
Email: MMueller@dwd.IN.gov

Review Date
February 29, 2012

Ownership
Director, Grant and Accounting
Indiana Department of Workforce Development
10 North Senate Avenue, SE303
Indianapolis, IN 46204
E-mail: RGillespie@dwd.IN.gov.

Effective Date: Immediately

Action
A copy of each WorkOne Center or WorkOne Express Site lease not held by DWD from across the State is to be provided to the Indiana Department of Workforce Development. Also, a copy of such leases is to be sent to DWD after a WorkOne Center or WorkOne Express site lease not held by DWD is signed in the future.