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 2009-10
Regional Workforce Board and Workforce Investment Board for Marion County Revised Guidance on Appointing Signature Designee(s)

Purpose
The Indiana Department of Workforce Development (DWD) is revising the protocol and notification process for Indiana's eleven Regional Workforce Board Chairs and for the Workforce Investment Board of Marion County Chair to appoint a designee(s) to sign grants and contracts concerning Indiana's Workforce Investment System. To receive this funding, each Regional Workforce Board and the Workforce Investment Board for Marion County must be a recognized legal entity.

Rescission
DWD Communication 2005-07, dated December 9, 2005, and entitled, *Authorized Signature and Depository Records.*
DWD Policy 2005-27, dated June 15, 2006, and entitled, *Required Workforce Investment Board and Regional Workforce Board Incorporation to Receive Funding as of July 1, 2006.*

Content
The Chairs of Indiana's eleven Regional Workforce Boards shall notify the Indiana Department of Workforce Development's Director of Budget and Accounting in writing when a change is to be made to any authorized designee. The Chair should explain in the letter which types of grants and contracts the designee may sign. For Marion County, the Chair of the Workforce Investment Board and the Chief Elected Official shall determine the designee(s) together. A letter appointing their designee(s) shall be co-signed and sent to DWD's Director of Budget and Accounting when the designee(s) changes. They should explain in the letter which types of grants and contracts the designee may sign concerning Indiana's Workforce Investment System. A form to assign an authorized designee is no longer required.

If there are questions regarding a designee, a chair should contact DWD's Grants Management Supervisor at 317.232.7373.

All changes, corrections, or updates to the authorized designee(s) should be sent to:

Indiana Department of Workforce Development
ATTN: Director of Budget and Accounting
10 N. Senate Avenue, SE303
Indianapolis, IN 46204

To receive grant and contract funding, each Regional Workforce Board and the Workforce Investment Board for Marion County must be a recognized legal entity. This permits DWD to deposit funding to a designated RWB or WIB bank account.

Review Date
February 29, 2012

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

Effective Date
Upon issuance

Action
Regional Workforce Board Chairs and the Workforce Investment Board for Marion County Chair shall follow the instructions explained in this directive. The Indiana Department of Workforce Development requires notification in writing when the designee(s) to sign grants and contracts concerning Indiana's Workforce Investment System changes.