

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 04-31
 NOTICE

ISSUE DATE: 12/02/2004
DISPOSAL DATE: Ongoing

*PROGRAM CATEGORIES:

AS FM ML TR
 CC FL NA W-2
 CS IT RA WIA
 CF JC TC
 CR LM TA

To: W-2 Agency Directors
WDB Directors
Child Support Agency Directors
County Departments of Health and Human/Social Services Directors
Refugee Agency Directors
Child Care Agency Directors
Tribal Chairpersons

From: Bill Clingan /s/
Division Administrator

RE: Fiscal Controls Governing Grant and Contract Awards by the Division of Workforce Solutions (DWS)

PURPOSE: To request that all agencies receiving DWS funds through grants and contracts review their financial management practices to ensure that all fiscal controls mandated by the federal government, the State of Wisconsin and DWS are in place within your organization.

BACKGROUND:

All DWS fund sources granted or contracted to agencies are for the purpose of serving individuals in Wisconsin who need support, protection, and employment assistance services. Our clients are generally facing difficult times in their lives and our services are critical to them.

Given the era of fiscal restraint that we are facing at all levels of government, agencies must conserve and effectively use these resources to ensure that the needs of our clients are met.

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

POLICY:

The following laws, statutes, and policies govern the use of the state and federal resources that DWS contracts and grants to agencies, as well as new or revised federal, state and department policies as issued.

Federal Regulations and Circulars

All Programs

- OMB Circular A-21: Cost Principles for Educational Institutions
- OMB Circular A-87: Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements
- OMB Circular A-122: Cost Principles for Non-Profit Organizations
- OMB Circular A-133: Single Audits of States, Local Governments and Non-Profit Organizations
- OMB Circular A-134: Financial Accounting Principles and Standards

Note: all OMB circulars are found at: <http://www.whitehouse.gov/omb/circulars/index.html>

- 48CFR31: Cost Principles For Profit Organizations
- DOL 29 CFR: Labor
- DHHS 45 CFR: Public Welfare

Note: CFRs can be found at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>

State of Wisconsin Statutes and Regulations

- Wisconsin Statute 49.34 on Audit, <http://www.legis.state.wi.us/statutes/stat0049.pdf>
- Wisconsin Statute 66.0143 on Local appeals for exemption from state mandates, <http://www.legis.state.wi.us/statutes/stat0066.pdf>

DWS Financial Policies

W-2 Specific

- Allowable Cost Policy, <http://dhfs.wisconsin.gov/grants/Administration/ACPM.htm>
- ADM01-21 Issuance of Financial Policy on Employee Bonuses
- ADM02-02 Notice of Issuance of DWS Financial Policy Relating to Independence of Auditors
- ADM03-04_W-2 Purchase of Service/Subcontracting
- ADM03-18 W-2 Purchase of Service/Subcontracting with Job Service
- ADM04-01 Financial Policy on Subcontractor Audit Waivers

WIA Specific

- ADM03-20 WIA Title 1 Credit Card Usage

Note: All Administrator's Memos are at: <http://dwd.wisconsin.gov/dws/adminmemos>

DWS Policies Currently In Review for Release in 2004 (by Administrator's Memos):

All Programs:

Equipment
Real Property
Profit
Sarbanes-Oxley Act

Cost Allocation Bases
Updated Purchase of Service/Subcontracting

Annual Single Audit Guides

- Provider Agency Audit Guide, <http://dhfs.wisconsin.gov/Grants/PAAG/index.htm>
- State Single Audit Guidelines, http://www.doa.state.wi.us/section_detail.asp?linkcatid=287&linkid=8

Program Manuals:

Allowable program costs and reporting instructions

- W-2 Manual, http://dwd.wisconsin.gov/dws/manuals/w-2_manual/first_page.htm
- FSET Manual, http://dwd.wisconsin.gov/dws/manuals/fset/fset_toc.htm
- Child Support Manual, <http://workweb.dwd.state.wi.us/des/bcs/manuals/polcy.htm#chapter>
- Workforce Programs Guide, http://dwd.wisconsin.gov/dws/manuals/workforce/pdf/wpg_toc.pdf

ACTION SUMMARY STATEMENT:

Agencies should review the contents of these fiscal controls, review their financial operations and ensure compliance with all fiscal requirements.

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Attachment(s): None