

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

NOTICE 04-14

ISSUE DATE: 07/07/2004  
DISPOSAL DATE: Ongoing

\*PROGRAM CATEGORIES:

<input checked="" type="checkbox"/> AS	<input checked="" type="checkbox"/> FM	<input checked="" type="checkbox"/> ML	<input checked="" type="checkbox"/> TR
<input checked="" type="checkbox"/> CC	<input checked="" type="checkbox"/> FL	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input checked="" type="checkbox"/> CS	<input checked="" type="checkbox"/> IT	<input checked="" type="checkbox"/> RA	<input checked="" type="checkbox"/> WIA
<input checked="" type="checkbox"/> CF	<input checked="" type="checkbox"/> JC	<input checked="" type="checkbox"/> TC	
<input checked="" type="checkbox"/> CR	<input checked="" type="checkbox"/> LM	<input checked="" type="checkbox"/> TA	

To: Child Support Agency Directors  
County Department of Human and Social Services Directors  
Job Center Contacts  
Job Service Directors  
Job Service Supervisors  
Refugee Service Providers  
Tribal Chairpersons  
Tribal Child Support Directors  
Tribal Economic Support Directors  
Tribal Social Services Directors  
Wisconsin Works (W-2) Agency Directors  
Workforce Development Board Directors

From: Bill Clingan /s/  
Division Administrator

RE: Division of Workforce Solutions (DWS) Administrator's Memo Changes

**PURPOSE:**

This memo gives notice of the addition of a program categories section to the DWS Administrator's Memo template.

**BACKGROUND:**

DWS is working to improve tools for communication with partner agencies. The addition of program categories to the Administrator's Memo template will help the sorting capability of readers.

**POLICY:**

The Administrator's Memo template now has a program categories designation section in the upper right hand corner of the memo. This is where the program(s) affected by the topic of the

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\* 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	
		TA--Trade Assistance	

memo will be identified. The appropriate program(s) are checked so that the reader can selectively view released memos that are important to them.

The following program categories appear on the modified DWS Administrator's Memo:

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

A listing of the entire program name, associated with its abbreviation, will be listed at the bottom of the first page of each memo released.

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