

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

ACTION 04-33  
 NOTICE

ISSUE DATE: 12/27/2004  
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  
Workforce Development Board Directors  
County Department of Social and Human Services Directors  
Child Support Agency Directors  
Child Care Program Directors  
Refugee Service Providers  
Tribal Chairpersons  
All DWS Contract and Grant Agencies

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Consolidation of Division Financial Policies

**PURPOSE**

This memo announces the plans of the Division of Workforce Solutions (DWS) to consolidate the many different financial policy manuals and sources into a comprehensive division wide manual.

In addition this memo releases four of these Financial Policies.

**BACKGROUND**

Currently there are approximately five program (W-2, Child Support, WIA, Refugee, and Child Care) plus other policy manuals and guides that document financial policies for programs that DWS administers through local partners.

Financial reporting instructions will continue to remain program specific.

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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	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

## **DWS NEXT STEPS**

DWS will be issuing a series of Financial Policies that consolidate and clarify current policy over the next twelve months. An initial set of four is attached.

These include: Equipment; Real Property; Prohibition on Profit; Cost Allocation Bases.

A financial policy on Subcontractor Audit Waivers has already been issued. The policy on W-2 subcontracts is being updated.

### **ACTION SUMMARY STATEMENT:**

Agencies should review their policies and practices to ensure compliance with DWS policies and the federal regulations emphasized therein.

### **QUESTIONS**

Any questions regarding this information should be directed to Mark Macke, (608-266-5309 or email [mark.macke@dwd.state.wi.us](mailto:mark.macke@dwd.state.wi.us)) or Jim Foelker, (608-266-3623 or email [james.foelker@dwd.state.wi.us](mailto:james.foelker@dwd.state.wi.us)) in the DWS Grants & Contracts Section or to your division contract/grant manager.