



OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #11-2013

TO: WIA Board Chairs
WIA Board Staff
WIA Fiscal Agents

FROM: Deidre Myers, Deputy Director
Office of Economic and Workforce Policy

DATE: August 6, 2013

SUBJECT: Administrative Policy Guidance for Workforce Investment Act (WIA) Programs

RESCISSIONS: This issuance rescinds OETI #12-2000

CATEGORY: Policy category A

PURPOSE: This policy is being re-released for the purpose of reissuing under the Oklahoma Department of Commerce policy naming convention and as reference to the rescission and update of OESC OETI #12-2000 issued on May 17, 2000. This policy does not change any previous guidance or content related to Administrative Policy Guidance for WIA Programs.

MESSEGE: Pursuant to 20 CFR Part 652, et al., Section 667.200, Workforce Investment Act; Final Rule August 11, 2000, each recipient shall adhere to the applicable OMB Circulars, detailed below, for development of policy for the following activities:

Allowable Costs
Audit
Contracting
Cost Allocation
Financial Management

Insurance
Procurement
Program Income
Property Management

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| State and Local Government Organizations | 29 CFR part 97 2 CFR part 225 (OMB Circular A-87) OMB Circular A-133 (02/27/03) |
| Non-Profit Organizations | 29 CFR part 95 2 CFR part 230 (OMB Circular A-122) OMB Circular A-133 (02/27/03) |
| Educational Institutions | 29 CFR part 95 2 CFR part 220 (OMB Circular A-21) |
| For-Profit Organizations | 29 CFR part 95 Federal Acquisition Regulation (FAR) |

Ancillary Requirements and Exceptions:

1. Requirements in the OMB Circulars of the Federal Awarding Agency (DOL) on the recipient (State) are being passed to the sub-recipients (Local WIB Recipients) with the following exceptions:
 - A. Financial and Program reports will be submitted monthly.
 - B. Submittal forms for the above reports shall be those developed and designated by the state.
2. When requesting prior authorization or approval for items in these OMB Circulars, the requesting agency shall make the request in writing at least thirty (30) days prior to the date the agency plans to implement the actions for which the request is being made. The state shall reply in writing no later than thirty (30) days from the date the request is received by the state.

ACTION REQUIRED: Grantees must develop a policy that is consistent with the applicable rules. The lack of appropriate policies, procedures and systems could result in findings and disallowed costs. Copies must be distributed to appropriate staff and subcontractors. A copy of this issuance must be maintained as a part of your permanent file.

NOTE: ODOC issued guidance is subject to change pending new DOL regulation, OMB Circular revisions, audit requirements, or internal determinations for efficiencies and effectiveness to program delivery and stewardship of federal funds.

INQUIRIES: Questions regarding this issuance should be addressed to Tina Lindsay at Tina.Lindsay@OKCommerce.gov or (405) 815-5137.