



Administrative Policy #1000

Policy & Procedure Development & Distribution

Date Issued: 10/01/2018 Date Effective: 03/22/2019 Date of Last Revision: 03/15/2019

I. Purpose

The purpose of the policy is to distribute Workforce Development Board (WDB) policies and develop procedures to be distributed by the West Central Administrative Division (WCAD) to the West Central Operations & Special Projects Division (WCOSPD), West Central Program Division (WCPD), PA CareerLink® Operator, WIOA Title I Career Services Provider and/or other contractors.

Note: West Central Operations & Special Projects Division (WCOSPD), West Central Program Division (WCPD), PA CareerLink® Operator, WIOA Title I Career Services Provider and any other contractors will be referred to as a “contractor” for the purpose of all policies and procedures.

II. Background

WCAD is the fiscal agent and recipient for all workforce development funds in the West Central workforce development area including, but not limited to grants provided by: PA Labor & Industry; PA Department of Human Services’ (DHS); Department of Labor Employment & Training Administration (DOLETA); PA Department of Community & Economic Development’s (DCED); private foundations; etc.

III. Policy

WCAD will convene a meeting of the appropriate contractor(s) to review WDB policies and solicit input regarding all fiscal procedures to be developed. After the meeting, the WCAD will prepare a draft procedure and distribute to the appropriate parties for review and comment. The final WDB policies and fiscal related procedures will be forwarded to the appropriate contractor(s) for distribution to the appropriate staff.

Contractor(s) must submit all procedures relating to fiscal issues to WCAD for review and approval.

WCAD will maintain a master list of all WDB policies and WCAD procedures as well as all procedures submitted to and approved by WCAD.

IV. Related Documents

NA