



**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE PY 13-10**

Artee Williams, Director

May 22, 2014

TO: ADWS Staff, Local Workforce Investment Areas/Service Providers.

SUBJECT: Implementation of ADWS General WIA Fiscal Policies

1. **Purpose:** To establish and distribute the General WIA Fiscal Policies of ADWS.
2. **General Information:** As a state department responsible for the proper administration of Workforce Investment Act funding, ADWS is required to adhere to:
 - a. The Workforce Investment Act of 1998,
 - b. WIA Regulations as well as written guidance provided by the Department of Labor (such as Training & Employment Guidance Letters),
 - c. Grant Agreements,
 - d. All applicable Office of Management and Budget (OMB) Circulars,
 - e. State regulations in laws and rules (Arkansas Code Annotated),
 - f. Arkansas Department of Finance and Administration rules and policies (for example, the “Financial Management Guide” and personnel and procurement policies), and
 - g. ADWS issuances and memorandum.

The ADWS is also responsible for assuring that all WIA subrecipients and contractors follow applicable laws, rules, regulations, policies, guidance, and procedures.

The WIA General WIA Fiscal Policies are primarily meant to acknowledge that ADWS adopts the above list of policies and rules as the agency’s official source of policy for administering WIA funds, while providing some attention to a select set of topics.

3. **Action Required:** Please make sure the appropriate fiscal and program personnel review and properly file these policies so that they are available to staff.
4. **Inquiries:** Kris Jones (501) 683-5358 or kris.jones@arkansas.gov.
5. **Attachments:** Arkansas Department of Workforce Services (ADWS) General Workforce Investment Act (WIA) Fiscal Policy
6. **Expiration Date:** Continuing