



MEMORANDUM

TO: WIB Directors
FROM: David Liewing
RE: Administrative Guideline for Policy 26
DATE: April 20, 2004

The current funding situation of unexpended Dislocated Worker funds in some regions and not in others, and the need to support critical funding requests for TAA as suggested by the USDOL creates the need for a systematic process for GWID to respond to and fund your requests for Rapid Response activities.

To expedite the process, and until further notice, GWID will adhere to the following administrative practices:

1. Information to be supplied to GWID as outlined under Policy 26 (e.g. company name, location, number of dislocated workers) is currently being provided through your monthly Rapid Response activity reports. Therefore, GWID will interpret those reports to be your request for additional Rapid Response dollars. Funds will be provided to the WIB at a rate of \$100 for each individual attending an informational meeting and an additional \$100 for each individual registered for WIA through the MACC.
2. To request additional funding for training of dislocated workers, you will need to supply GWID with copies of each ITA for which there are no dislocated worker funds at the local level. GWID will work within the parameters and ITA funding limits set by each of the local but will not cover the cost of ITAs with an obligation period beyond June 30, 2005.

GWID will continue to further automate the process of requesting additional Rapid Response funds. In the meantime, please follow the process outlined above.

If you have any questions, please feel free to contact me.