

October 17, 2001

LWIA #2 ISSUANCE 02-01

TO: All WIA Title I Program Operators

FROM: Sharon Hays, Executive Director

SUBJECT: Scopes of Work and Orientations for the following WtW activities:

- Outreach, Intake, Assessment and Referral
- Occupational Skills Training
- On-the-Job Training
- Work Experience
- Basic Skills Training
- Job Search Activities
- Pre-Employment Skills Training

PURPOSE: To provide revised Scopes of Work for WtW programs operated in LWIA #2.

SUBSTANCE: On July 1, 2000, the SDA II Private Industry Council, Inc. was dissolved due to changes in legislation from the Job Training Partnership Act to the Workforce Investment Act of 1998. The NEMO Workforce Investment Board incorporated and became the administrative entity and grant recipient effective July 1, 2000 under the Workforce Investment Act of 1998. Due to these changes in administration, the attached Welfare to Work Scopes of Work has been revised to reflect these changes.

ACTION: These Scopes of Work and Orientations are to be used by sub-contractors effective immediately.

CONTACT: If you have any questions regarding this issuance, please contact me at (660) 327-5125.

Sharon Hays
Executive Director