

October 30, 2001

LWIA #2                      ISSUANCE 04-01

TO:                              All Program Operators

FROM:                          Sharon Hays, Executive Director

SUBJECT:                      Required information on all Marketing Materials for the Northeast Region

PURPOSE:                      To provide subcontractors with information that is required on all written marketing materials which reference programs and/or services that are paid for by any funds sub-contracted through the NEMO Workforce Investment Board.

SUBSTANCE:                   All printed materials that reference services and/or programs subcontracted through the NEMO Workforce Investment Board shall include the following information:

Sponsored by:                Northeast Missouri  
Workforce Investment Board, Inc.  
111 E. Monroe  
Paris, MO 65275  
(660) 327-5125  
<http://www.mcmsys.com/~sda2pic>  
Equal Opportunity Employer/Programs

This information must appear on all printed marketing materials that have been produced with any funds provided through the NEMO Workforce Investment Board.

ACTION:                        Program operators shall use this information on all marketing materials effective immediately.

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

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Sharon Hays, Executive Director