

April 22, 2003

NEMO WIB Issuance #01-02

To: All Program Operators

From: Sharon Hays, Executive Director

Subject: Workforce Investment Act Re-obligation/De-obligation Policy

1. Purpose: To provide policy on Workforce Investment Act Re-obligation/De-obligation for any funds sub-contracted through the NEMO Workforce Investment Board.
2. Substance: Each sub-contractor for the NEMO Workforce Investment Board must expend 100% of WIA Title I Adult, Youth and Administration formula funds from any prior year plus 80% of their current years' allocation by June 30 of each year. They must also expend 100% of WIA Title I Dislocated Worker formula funds from any prior year plus 85% of their current years' allocation by June 30<sup>th</sup> of each year.

Expenses will be reviewed on a quarterly basis. If at the end of the first six months of the program year expenditures are low and it appears that the required expenditure rates will not be met, the NEMO Workforce Investment Board will notify each sub-contractor in writing of their concerns and request that the sub-contractor respond within 30 days of how they anticipate reaching the required expenditure levels.

If it is determined that the sub-contractor is unable to meet the required expenditure levels, the difference between what they can spend and what is required will be de-obligated from their contract and re-obligated into other contracts.

3. Action: This issuance becomes effective immediately and should be provided to all fiscal staff.
4. Contact: If you have any questions, please contact Sharon Hays or Casie Baumann at (660) 327-5125.

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Sharon Hays  
Executive Director