

August 22, 2006

NEMO WIB Issuance #01-06

To: All Program Operators

From: Sharon Hays, Executive Director

Subject: Career Assistance Program Re-obligation/De-obligation Policy

1. Purpose: To provide policy on Career Assistance Program (CAP) 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 30% of their CAP funds by the end of October, 50% by the end of January and 65% by the end of March each program year. The difference between actual expenditures and the required 30%, 50% and 65% expenditure levels, respectively, 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.

Sharon Hays
Executive Director