

ALABAMA WORKFORCE INVESTMENT SYSTEM

**Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690**



August 5, 2003

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2003-02

SUBJECT: *One-Stop Comprehensive Financial Management Technical Assistance Guide, July 2002*

1. **Purpose.** This Directive transmits a copy of the *One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG)*, dated July 2002.
2. **Discussion.** Copies of this TAG were provided to us by the U. S. Department of Labor (DOL) on July 29, 2003. It is designed to provide operational and financial management guidance for an integrated workforce investment system operating in a One-Stop environment as required by the Workforce Investment Act (WIA) of 1998. Part I contains information about One-Stop Financial Management. Part II tells about ETA Grant Programs Financial Management.

The Act, the regulations, and the Office of Management and Budget (OMB) circulars contain specific provisions that guide the planning, design, operation, documentation, and assessment of a sound financial management system. This TAG amplifies the Act and the accompanying regulations, clarifies expectations, addresses issues commonly occurring in the field, identifies operational problems and possible solutions, models promising practices, and provides suggestions and techniques to ensure compliance. It is intended to help those responsible for financial management in effectively carrying out their responsibilities.

Readers are advised to use the TAG as a reference and technical assistance tool to ensure sound financial management and consistency in program and fiscal accountability. Users may want to familiarize themselves with each part of the TAG as applicable to their programs in order to understand what it contains and where information may be found.

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Users are cautioned that this TAG is for guidance in implementing the requirements of the WIA and ETA-funded programs that are required partners in the One-Stop system. It does not replace or supplant the Act or the regulations.

3. Action.

Any individual within the Workforce Investment Act or required partner system, who is responsible for some aspect of financial management, fiscal accountability, program accounting, or program management, or who is new to this program should be familiar with this TAG and use it as a resource as applicable.

4. Contact.

If you have any questions, please contact Bill Hornsby, Supervisor, State Programs and Divisional Budget Management Section, by e-mail billh@adeca.state.al.us or by phone at (334) 242-5847.


Steve Walkley, Division Director
Workforce Development Division

Attachments*

*Copies distributed to Local Workforce Investment Areas and One-Stop Partners.

U.S. Department of Labor

**Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303**



Friday, July 25, 2003

TO: STATE WORKFORCE INVESTMENT ACT AGENCIES

FROM: ATLANTA REGIONAL OFFICE

**SUBJECT: Distribution of the One-Stop Comprehensive Financial Management
Technical Assistance Guide (TAG)**

**The enclosed TAG is provided for distribution to State and local staff responsible for
One-Stop operations.**