



1TGB-INF-4-MTW

WORKFORCE DEVELOPMENT LETTER NO.: 04-05

DATE: DECEMBER 11, 2003

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENTS</u>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> ONE-STOP	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> SWAs	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WIBs	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> YO! Site Directors	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> State Youth Coordinators	<input type="checkbox"/>

SUBJECT: One Stop & ETA Grant Programs Comprehensive Financial Management Training

1. Background: During the autumn of 2001 ETA conducted training across the country on the draft of the *One Stop Comprehensive Financial Management Technical Assistance Guide (TAG)*. In July 2002, ETA issued the final version of that TAG. Since the autumn of 2001 many States, Local Areas and One Stops have hired new financial and administrative staff who have not had the benefit of the TAG training.

2. Purpose: The purpose of this WFDL is to announce that ETA's Office of Grants and Contract Management will be conducting an in-depth training opportunity for financial and administrative professionals during the period January 26–30, 2004. Participants will learn the fiscal principles and practices pertaining to the One Stop system and other ETA-funded grant programs. This training is designed for those workforce system professionals who have day-to-day responsibilities for financial or accounting operations. The training is divided into two segments: One Stop training and ETA grant program training. Individuals may register for either segment or for the entire session. While non-financial staff are welcome to register, they may find some sessions overly technical if they have never been exposed to financial management issues.

3. Actions Requested: The training will be conducted at the Radisson Hotel in New Orleans, Louisiana. There is no registration fee for this training. Registration is by fax or mail only. A draft agenda and registration form are attached. Registration forms should be submitted by January 16, 2004. Participants are responsible for their own travel arrangements and costs. Hotel reservations must be made by January 5, 2004 in order to secure the special hotel rate of \$126.00 per night. Complete logistical details are attached.

4. Inquiries: If you have any questions concerning the content of the session, please contact Evelyn Willis of ETA at 202-693-3340, willis.evelyn@dol.gov or Robert White of DTI at 703-299-1607, rwhite@dtihq.com. For logistical questions or to register special needs, please contact Ellen Lupinski of DTI at 703-299-1618, elupinski@dtihq.com.

Dennis Lonergan
Administrative Officer