

U.S. Department of Labor

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



December 13, 2002

WIA AND SWA ISSUANCE NO. 03-01 Change 1

SUBJECT: 2003 SETA-USDOL ETA Region 3 Financial and Administrative Conference

1. Purpose. To announce scholarship criteria for the 2003 SETA-USDOL Region 3 Financial and Administrative Conference.

2. Background. As stated in WIA and SWA Issuance No. 02-16, the early registration fee for SETA members is \$275.00, and \$300.00 for non-members. Late registration fees are \$300.00 for SETA members, and \$325.00 for non-members. This represents an increase from the previous F&A Conference fee of \$199.00. While the full registration fee must be paid when registering for the conference, DOL-ETA is offering a \$76.00 scholarship to financial and administrative attendees from the local level to offset the increase in the registration fee. The purpose of the scholarship is to encourage the continued participation of fiscal and administrative staff in the conference. The net results for fiscal or administrative attendees from the local level using early registration would be \$199.00 (that is \$275.00 paid to SETA minus \$76.00 reimbursed from DOL).

3. Applicability. Scholarship applicants must be employees of:

1) the Local Workforce Investment area, including local One-Stop Career Centers, WtW grant recipients, Faith-Based grantees, Earmark grantees, National Discretionary grantees, **and**

2) fiscal or administrative staff (i.e., accountants, fiscal officers, auditors, budget analysts, grant management specialists, contract and procurement specialists, property officers, reporting specialists, management information systems specialists, computer specialists, and other financial and administrative professionals.)

4. Action. After staff register for the conference through the SETA process, the attached form should be completed for qualified persons who are applying for the scholarship. The completed forms should be faxed to Nzinga Terrell or Anna Thomas in the Office of Financial and Administrative Services at (404) 562-2150. **We will accept only one form per organization.**

We request that local organizations limit the number of scholarship requests to three. The scholarships will be issued on a first-come, first-served basis based on the number of awards reserved for your State.

5. Contact. Questions concerning the scholarships should be directed to Cecelia Ford or Anna Thomas of the Office of Financial and Administrative Services at (404) 562-2095, or email: [cford@doleta.gov](mailto:cford@doleta.gov), or [anthomas@doleta.gov](mailto:anthomas@doleta.gov).

6. Expiration Date. September 30, 2003.

*Anna W. Goddard*  
ANNA W. GODDARD  
Regional Administrator

Attachment

**REGION 3 SETA/USDOL F&A CONFERENCE**

**AGENCY INFORMATION:**

**AGENCY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY AND STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_

**SUBMITTED BY:**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**LIST OF SCHOLARSHIP RECIPIENTS:** (Include name, position, and phone number)

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**PLEASE FAX THIS FORM TO: Nzinga Terrell or Anna Thomas**  
**TELEPHONE: (404) 562-2095 FAX: (404) 562-2150**