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May 13, 2015

(SN 01)

WIOA BULLETIN NO. 01-15

TO: Workforce Innovation and Opportunity Act (WIOA) Partners

SUBJECT: WIOA Communication System

PURPOSE

The purpose of this bulletin is to announce the establishment of a communications system for program under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

To provide information and policy guidance to those entities involved in the administration and operation of WIOA programs, the Hawaii Department of Labor and Industrial Relations, Workforce Development Division, has established a WIOA communication system.

POLICY

The communication system has two components: WIOA memos, which will be used to convey general information about WIOA, and WIOA bulletins, which will be used to convey policies, guidelines and instruction regarding the administration and operation of WIOA programs.

Each issued WIOA memo and bulletin will be coded with two separate number series. One number series will refer to the numerical sequence of the memo or bulletin, irrespective of the date of its issuance. The other number series will refer to the numerical sequence of the memo or bulletin within the year of issuance. For example, in this bulletin (SN 01) refers to the numerical sequence of the bulletin, i.e., the first bulletin issued, and 01-15 refers to the numerical sequence within the year, i.e., the first bulletin issued in calendar year 2015.

The WIOA memos and bulletins will be sent to those agencies responsible for the administration and operation of WIOA programs and other interested parties. A copy of the mailing list is attached for you information.

PROCEDURES

It is recommended that those entities receiving copies of the WIOA memos and bulletins establish a system for logging and filing the issuances by their sequence numbers.

The WIOA memos and bulletins should be readily accessible to all staff involved in the administration and operations of WIOA programs.

INQUIRIES

Inquiries regarding this Bulletin may be directed to Linda Sakamoto at (808) 586-9059.


LINDA CHU TAKAYAMA
Director

Attachment