

DIRECTIVE
WORKFORCE INVESTMENT ACT

Number: WIAD06-12

Date: December 14, 2006

69:216:cs:10529

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA LOCAL AREA EXECUTIVE COMPENSATION REPORTING
REQUIREMENTS

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to convey the Department of Labor's (DOL) requirements for reporting compensation paid to certain local workforce investment area (local area) executives for their administration of Workforce Investment Act (WIA) funds.

Scope:

This directive applies to those local area executives who receive compensation that is derived at least 25 percent from WIA funds. Generally, those executives are part of one or more of the following organizations:

- A local grant recipient, defined by statute as the chief elected official (or a consortium of chief elected officials) for the local area.
- A local grant subrecipient designated by the grant recipient to assist in administering the WIA program in the local area (i.e., administrative entity).
- A local fiscal agent designated by the grant recipient to manage the disbursement of WIA funds for the local area.
- A local workforce investment board (local board), which advises the local grant recipient about local programs and is responsible for the functions contained in Title 20 of the Code of Federal Regulations Section 661.305.

The requirements of this directive do not apply to executives of one-stop operators and/or service providers, unless the executive also is an employee of the local administrative entity, local fiscal agent, or local board.

Effective Date:

This directive is effective on the date of issuance.

REFERENCES:

- WIA Directive WIAD06-9, *Implementing the Salary and Bonuses Limitations in Public Law 109-234*
- DOL Training and Guidance Letter (TEGL) 05-06, *Implementing the Salary and Bonus Limitations in Public Law 109-234*

STATE-IMPOSED REQUIREMENTS:

State-imposed requirements are in **bold font**.

FILING INSTRUCTIONS:

This directive finalizes WIA Draft Directive WIADD-133, issued for comment November 28, 2006. The Workforce Services Division received two comments during the draft comment period. The comments received did not result in any substantive changes to this directive; however, this directive incorporates changes that are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

BACKGROUND:

The DOL TEGL 05-06 and WIA Directive WIAD06-9 convey federal guidance regarding limitations on salary and bonus payments made with funds appropriated to DOL Employment and Training Administration programs. The DOL Office of Inspector General (OIG) has initiated a project to collect salary and bonus information from WIA local area executives. During the week of November 20, 2006, each local area's administrator received via e-mail from the OIG a user identification code, a password, and a website address to access the Web-based application for collecting the required information.

POLICY AND PROCEDURES:

Each local area will complete the OIG's online data request using a Web-based application. Upon completion of the data request, the local area administrator or designated preparer will provide the OIG, via the Web, a notification that the data have been entered, along with the e-mail address of the official who will be certifying the local area submission. The local area will have the ability to print out a hard copy for its records.

The certifying official will receive from the OIG a unique user identification code and password in order to review and certify the submission. The certifier will be held responsible for the integrity and accuracy of the data submitted. Upon certification of the completed data request, each local area will submit it to the State via a link in the

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Web-based reporting application. **Local areas must complete this process no later than Monday, December 18, 2006.**

In order to ensure the integrity of, and accountability for, the data, it is critical that the user identification code and password are not shared with anyone other than the individual to whom they were issued.

The State will review each local area submission and either submit it to the OIG via the Web-based application, or request further review/changes by the local area. If changes are necessary, the State will unlock/reopen the submission so that the local area may make corrections.

ACTION:

Each local area must comply with these requirements no later than Monday, December 18, 2006.

INQUIRIES:

If you have any questions, please contact your [Regional Advisor](#) at (916) 654-7799.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division