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**DEPARTMENT OF LABOR AND EMPLOYMENT**  
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Category: Workforce Investment Act, National Discretionary Funds
Subject#: America's Workforce Network (AWN) Toll-Free Help Line and America's Service Locator (ASL)
Source: Federal/State
Revise/Replace: N/A
Contact: Employment & Training Programs Director
Distribution: All Workforce Investment Regions; One-Stop Operators, Program Staff
Colorado One-Stop System Policy Guidance Letter#: 01-17-WIA1
Date: August 10, 2001

**I. REFERENCE(S):**

Workforce Investment Act of 1998 (WIA), effective August 7, 1998; 20 CFR Part 652 et al., Workforce Investment Act, Final Rules; and USDOL, ETA, TEGL #8-00 and TEGL #8-00, Change 1.

**II. PURPOSE:**

To provide guidelines for distribution of the United States Department of Labor (USDOL) National Discretionary Funds to the local Workforce Regions and One-Stop operators for marketing and maintenance of the America's Workforce Network (AWN) Toll-Free Help Line and America's Service Locator. The State has earmarked \$5,000 for each of the 18 regions to offset the costs for implementation at the local level. The process for accessing these funds is outlined in this Policy Guidance Letter (PGL).

**III. BACKGROUND:**

In July 1999, the Department of Labor commenced operations for the National Toll-Free Help Line (TFHL), **1-877-US-2JOBS**, which is now part of the AWN. Initially, awards to State partners were targeted at addressing the needs of Dislocated Workers. Subsequently, additional funds were added to the AWN TFHL grant which extended services to a broader public of the Workforce Investment Act (WIA) and expanded Colorado's public information campaign. State oversight and management of Colorado's ASL information is required by the grant.

**IV. POLICY/ACTION**

Upon receipt of a Notice of Fund Availability (NFA) letter for \$5,000, each workforce region should submit an Expenditure Authorization (EA) request, per PGL #00-28-F5. The \$5,000 is to be allocated as follows using the (Miscellaneous) Budget Information Summary (BIS) sheet: \$3,000 for staff salaries and fringe benefits, and \$2,000 for marketing materials (to include the AWN branding logo.) The period of performance will be 9/01/01 through 8/31/02.

The EA must be completed, signed and returned to your Program Support Representative by August 31, 2001.

Training on America's Service Locator (ASL) will occur at the Rocky Mountain Workforce Development conference to be held in Snowmass, September 12-14, 2001. Frank Gerken from the Federal office in Washington D.C. will conduct the training session. Attendance by at least one representative from each local Workforce Region is mandatory at this training. The training will cover the transfer of responsibility from the State to the local Workforce Regions for the Database Maintenance of ASL. Instructions will be provided on database input and maintenance, and the development of Levels II, III, and IV in ASL. The passwords and user identification codes (Ids) for access into ASL will be assigned at this time.

**V. IMPLEMENTATION DATE:**

Upon receipt.

**VI. INQUIRIES:**

All questions should be addressed to your Program Support Representative or the Director of Employment and Training Programs.

**VII. ATTACHMENTS:**

1. ASL Data Template
2. TEGL #8-00
3. TEGL #8-00, Change 1

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Robert D. Hale, Director  
Division of Employment and Training