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DEPARTMENT OF LABOR AND EMPLOYMENT

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Category: Employment and Training Programs - Informational
Subject: Program Guidance Letter Format
Source: State/Federal
Revise/Replace: Replaces Program Guidance Letter #98-09-(I)2
Contact: Employment Programs
Distribution: Workforce Region Directors, Employment and Training Programs Staff, CDLE Financial Reporting and Analysis Staff
Colorado One-Stop System Program Guidance Letter#: 01-27(I)
Date: 11/21/01

- I. REFERENCE(S):** Statutory Reference: Workforce Investment Act of 1998, 20 CFR Part 652 et al. and Wagner-Peyser Act of 1933, as amended by Public Law 105-220 Workforce Investment Act of 1998, effective August 7, 1998; Colorado Displaced Homemaker Act of 1977; the NAFTA Implementation Act, Title V, 1993; Trade Adjustment Assistance Program, Public Law 93-618; Work Opportunity Tax Credit, Public Law 104-188; Welfare to Work; Labor Certification Program, Local Veteran's Representative and Disabled Veterans' Outreach Programs, and the Veteran's Workforce Investment Act.
- II. PURPOSE:** To replace former Program Guidance Letter (PGL) #98-09-(I)2, updating information on the issuance of Program Guidance Letters (PGL's), how they are formatted, reviewed, and distributed.
- III. BACKGROUND:** The implementation of the Workforce Investment Act of 1998 on July 1, 2000 has provided new titles of funding sources for employment and training programs replacing the title codes and coding system used for PGL's under the Job Training Partnership Act of 1992. This PGL provides an updated list of the PGL subject categories, letter codes, and numbering system and revises the process for distributing PGL's to stakeholders.
- IV. POLICY/ACTION:**
- The following procedures shall be used in the formatting, review, and distribution of PGL's for Employment and Training Programs administered by the Colorado Department of Labor and Employment (CDLE).
- A. Header.** The PGL Header provides the following information about the PGL:

Category: The category of the PGL reflects the subject matter of the PGL and the responsible staff within CDLE that has generated the PGL and suggests the stakeholders to whom the

information is applicable. The following table shows a list of the categories and codes used in the numbering system of PGL's.

Category	Code
Adult	A
Administrative	AD
Dislocated Worker	D
National Emergency Grants	E
Education	ED
Financial	F
Informational	I
Legal	L
Management of Information Systems	M
Older Worker	O
Program	P
TAA/NAFTA	TN
Veterans	V
Wagner Peyser	WP
Welfare to Work	WW
Workforce Investment Act	WIA
WOTC	WT
Youth	Y

Subject: This is a brief description of the subject matter of the PGL.

Source: Each PGL designates the source of the guidance as State or Federal.

Revise/Replace: Previously issued PGL's that are being replaced or revised by this new PGL are noted here

Contact Person: This is the lead person or the lead unit responsible for developing and issuing the PGL. The contact person's phone number, fax number, and email address is included below in the Inquiries section.

Distribution: This is the recommended list of stakeholders who need to receive the information in the PGL. An email is sent to stakeholders in the distribution list announcing the final approval of the PGL and providing a link to the PGL website. All approved PGL's are posted to the Employment Services website in numerical order.

Numbering System: PGL's are numbered sequentially within a calendar year followed by a category code (e.g. PGL# 01-15(F) = the fifteenth PGL issued in calendar year 2001; PGL is in the Financial category).

Date: Effective date of the PGL

B. Program Guidance Letter Content

References: Provides the citations of the legislation and regulations supporting the issuance of the PGL. References can include other documents, previously existing PGL's, dates, Federal

guidance documents, or other references that provide authority and background information for the subject matter of the PGL.

Purpose: This section explains briefly why the PGL is being issued and for what purpose.

Background: This section provides a more detailed explanation of the circumstances surrounding the issuance of the PGL. This section describes any new rules, regulations, laws, procedures, significant issues, or modifications of laws, regulations, procedures, or policies that necessitate the implementation of the PGL.

Policy or Action: This section provides detailed, step-by-step instructions for implementing the policy or procedure(s) required by the PGL. This section may describe portions of existing policies or procedures that are being revised, deleted, or replaced by the PGL.

Implementation Date: This is the effective date of the new policy or procedure described in the PGL.

Inquiries: This section identifies the contact person(s) for the PGL (i.e. name, title, phone number, and email address). Questions regarding the PGL should be directed to the contact person(s) listed here.

C. PGL Review, Approval, and Website Posting

CDLE staff are responsible for drafting PGL's applicable to their area of responsibility related to Employment and Training Programs, soliciting comments, and reviewing suggested changes after staff and management have reviewed the draft PGL. The PGL is then routed to the Division Director for final approval. Upon signature of the PGL, the Division Director forwards the approved, signed document to the CDLE Records Controller who assigns a PGL number to the document and posts it on the Employment Programs website. An email is sent to all of the stakeholders in the distribution list announcing the final approval of the PGL and providing a link to the PGL website. For more information on PGL distribution contact Patti Torres, Records Controller, Colorado Department of Labor and Employment, 1515 Arapahoe Street Tower 2, Suite 400, Denver, CO 80202, Telephone # (303).318.8013.

V. **IMPLEMENTATION DATE: December 1, 2001 (replaces original 7/1/98)**

VI. **INQUIRIES:** If you have any questions regarding these procedures, please contact Employment Programs at 303.318.8800

Robert D. Hale, Director
Division of Employment and Training