

BILL OWENS  
Governor

JEFFREY M. WELLS  
Executive Director

DONALD B. PEITERSEN  
Director, Division of  
Employment and Training



**DEPARTMENT OF LABOR AND EMPLOYMENT  
DIVISION OF EMPLOYMENT AND TRAINING**

**OFFICE OF WORKFORCE DEVELOPMENT PROGRAMS**  
Two Park Central, Suite 400  
1515 Arapahoe Street  
Denver, CO 80202-2117

Category: Workforce Investment Act
Subject#: Introduction of the Technical Assistance Notices (TANs)
Source: State
Revise/Replace:
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 03-21-WIA
Date: December 16, 2003

**I. REFERENCE(S):**

No associated legal references.

**II. PURPOSE:**

To advise local Workforce Center administration and staff of the implementation of statewide Technical Assistance Notices (TANs).

**III. BACKGROUND:**

To enhance communication between the State and local workforce regions, CDLE will implement a formalized system for information dissemination. This will be a mechanism to convey information that clarifies state or local policy without the need for issuance of a formal PGL.

**IV. POLICY/ACTION:**

Similar to both the Workforce Investment Memo (WIM) and the Training and Employment Information Notice (TEIN) utilized by USDOL, the TAN will provide timely information. The information contained in a TAN should be considered pertinent and may require further action or response from the local workforce regions.

Examples of TANs: training/conference notification, updates to monitoring instruments, requests for information, technical assistance items, as well as any additional informational items that do not impact policy.

TANs will be disseminated electronically to the current PGL contact list. If you are not on the current PGL e-mail list and wish to be added, please submit your request to [patricia.torres@state.co.us](mailto:patricia.torres@state.co.us).

Please refer to attachment “A” for the approved TAN format.

**V. IMPLEMENTATION DATE:**

Upon receipt of this PGL.

**VI. INQUIRIES:**

Please direct all inquiries to your State Field Representative at Workforce Development Programs.

---

Donald B. Peitersen, Director  
Division of Employment & Training

**CDLE Technical Assistance Notice**

TO: PGL email list  
FROM: CDLE staff member's name  
DATE: Date released  
SUBJECT: Description of content information

**Notice:**

Correspondence information here.

Replaces/Revises: TAN #

Follow-Up Required: Yes or No

Follow-up by: Date listed