



ITGB-OSS-MTW

WORKFORCE SYSTEMS LETTER NO.: 04-17

DATE: June 14, 2004

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input type="checkbox"/> []	<input checked="" type="checkbox"/> [X] WIA	<input type="checkbox"/> []
	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> [] SWA	<input checked="" type="checkbox"/> [X]
	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> [] H-1B Skills Grantees	<input checked="" type="checkbox"/> [X]
	<input checked="" type="checkbox"/> [X]	<input type="checkbox"/> [] Earmark Grantees	<input checked="" type="checkbox"/> [X]

SUBJECT: Revised 269 Reporting Training

On August 12 & 13, 2004 the Region I Office of the Employment and Training Administration will sponsor training on the use of the Revised Form SF 269, Quarterly Financial Status Report. This two day training session will be conducted at the Park Plaza Hotel in Boston, Massachusetts.

The Quarterly Financial Status Report (SF 269) is currently undergoing revision by the Office of Management and Budget (OMB). ETA has participated in an inter-governmental task group which developed and recommended changes in the form to OMB. One of the changes to be incorporated in the revised form is a cash drawdown reporting section; other changes have also been recommended by the group. OMB has not yet issued final approval of the revised form. However, Federal agencies have been advised by OMB that the revised form will be on a fast track for implementation once it has been approved. Therefore the ETA National Office has developed training in the use of the revised form.

The training session will begin with registration and a box lunch at 11:30 a.m. on Thursday, August 12th and conclude at noon on Friday, August 13th. A copy of the draft agenda is enclosed as attachment 1. The training session is designed for the State Workforce Agency staff who are responsible for entering and certifying data on the SF 269. Attendance at the training session is limited to 50 participants. Individuals who have data entry and certification responsibilities for other directly funded grants (e.g. Hardmarks, H-1Bs) may attend on a space available basis. Individuals who enter and certify data only for WIA formula grants should NOT attend this training, as they do not report on the SF 269. When the ETA 9076 A-F forms are revised, separate training will be conducted for WIA formula funded grantees.

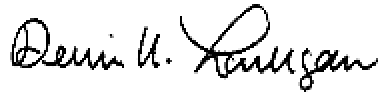
Registrations must be received no later than July 30, 2004. Please complete the registration form (attachment 2) legibly, as the forms will serve as the basis for the participant list and name badges. The form should be faxed to Sheritta Cooper-Porter at (202) 289-0749. Questions about registration should be addressed to Sheritta at (202) 289-8909 or scooper_porter@mcneiltech.com Please refer to the Region I website www.doleta.gov/regions/reg01bos for a downloadable registration form under the ETA Headlines Section, "Revised 269 Reporting Training."

A block of rooms has been reserved for conference participants at the Boston Park Plaza Hotel in Boston, Massachusetts under the group name "DOL Revised 269 Reporting." The per night room rate

for training session participants is \$192.00 + tax. The cutoff date for hotel reservations is July 19, 2004. Please contact the hotel directly to make your hotel reservations. The Boston Park Plaza Hotel is located at 64 Arlington Street in Boston, Massachusetts 02216. The telephone numbers for the hotel are: 800-225-2008 and 617-426-2000. The hotel's web address is: www.bostonparkplaza.com. Directions are available on the hotel web site.

If you have any questions concerning the training session, please contact Sheritta Cooper-Porter or Katherine Lee at (202) 289-8909.

Sincerely,

A handwritten signature in black ink that reads "Dennis H. Lonergan". The signature is written in a cursive style with a large initial 'D'.

Dennis Lonergan
Director
Office of Systems Support

Attachments

*U.S. Department of Labor Employment and Training Administration
Revised SF-269 Reporting Training
Draft Agenda*

*Park Plaza Hotel
Boston, Massachusetts
August 12 - 13, 2004*

Thursday, August 12

- | | |
|-------------------------------|---|
| 11:30 a.m. – 1:00 p.m. | Registration |
| 1:00 p.m. – 1:15 p.m. | Welcome
Joseph F. Stoltz
Regional Administrator
DOL ETA Boston Regional Office |
| 1:15 p.m. – 1:30 p.m. | Introductions/Purpose of Training
Isabel Danley, DOL ETA National Office
Thomas Martin, DOL ETA National Office |
| 1:30 p.m. – 3:00 p.m. | Overview of Federal Financial Report
Implementation Process
*Pl. 106-107
*Implementation
*Additions/Deletions |
| 3:00 p.m. – 3:15 p.m. | Break |
| 3:15 p.m. – 4:45 p.m. | DOL ETA Reporting Requirements
*Accrual Accounting
*Obligations vs. Outlays |

***U.S. Department of Labor Employment and Training Administration
Revised SF-269 Reporting Training
Draft Agenda***

***Park Plaza Hotel
Boston, Massachusetts
August 12 - 13, 2004***

Friday, August 13

- | | |
|--------------------------------|---|
| 8:30 a.m. – 10:15 a.m. | Review of new Federal Financial Report
*Line items
*Instructions |
| 10:15 a.m. – 10:30 a.m. | Break |
| 10:30 a.m. – 11:30 a.m. | DOL ETA Electronic Submission Process
Elizabeth Norris, DOL ETA National Office |
| 11:30 a.m. – 12 noon | Next Steps/ Wrap-up / Q's & A's |

***U.S. Department of Labor Employment and Training Administration
Revised 269 Reporting Training***

The Boston Park Plaza Hotel & Towers

August 12-13, 2004

REGISTRATION FORM

Please type or print your information, as it should appear on each name badge. Duplicate this form if you have more than one person attending. The completed registration form should be faxed to Sheritta Cooper Porter at 202-289-0749. You may contact Ms. Cooper Porter or Ms. Katherine Lee at 202-289-8909 with any questions.

PARTICIPANT INFORMATION

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Special Needs: " Accessibility/Disability Assistance _____

" Dietary _____

" Other _____

Registrations are due July 30, 2004

**PLEASE REMEMBER TO CONFIRM YOUR HOTEL RESERVATION
The Boston Park Plaza Hotel & Towers 800-225-2008 by July 19, 2004
Group Name – "DOL Revised 269 Reporting"**

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY