



WORKFORCE SYSTEMS LETTER NO.: 04-20

DATE: June 18, 2004

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENTS</u>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> ONE-STOP	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> SWAs	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WIBs	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> YO! Site Directors	<input checked="" type="checkbox"/>

SUBJECT: ONE STOP & ETA GRANTS FINANCIAL MANAGEMENT TRAINING

1. Background: During the autumn of 2001 ETA conducted training across the country on the draft of the *One Stop Comprehensive Financial Management Technical Assistance Guide (TAG)*. In July 2002, ETA issued the final version of that TAG. Since the autumn of 2001 many States, Local Areas and One Stops have hired new financial and administrative staff who have not had the benefit of the One Stop TAG training.

2. Purpose: The purpose of this WSL is to announce that ETA’s Office of Grants and Contract Management will be conducting an in-depth training opportunity for financial and administrative professionals during the period July 26-30, 2004 in Philadelphia, Pennsylvania. Participants will learn the fiscal principles and practices pertaining to the One Stop system and other ETA-funded grant programs. This training is designed for those workforce system professionals who have day-to-day responsibilities for financial or accounting operations. The training is divided into two segments: One Stop training and ETA grant program training. Individuals may register for either segment or for the entire session. While non-financial staff are welcome to register, they may find some sessions overly technical if they have never been exposed to financial management issues.

3. Actions Requested: The training will be conducted at the Hyatt Regency Philadelphia at Penn’s Landing in Philadelphia, Pennsylvania. There is no registration fee for this training. Online registration is available at www.dtiassociates.com/fmtraining. Registration must be completed by July 15, 2004. A draft agenda and logistics information are attached. Participants are responsible for their own travel arrangements and costs. Hotel reservations must be made by July 5, 2004 in order to secure the special hotel rate of \$122.00 + tax per night. When making your reservation, please identify yourself as a participant at the US Department of Labor Financial Management Meeting in order to reserve at this special group rate. Complete logistical details are attached.

4. Inquiries: If you have any questions concerning the content of the session, please contact Evelyn Denwiddie of ETA at 202-693-3340, denwiddie.evelyn@dol.gov or Robert White of DTI at 703-299-1607, rwhite@dtihq.com. For logistical questions, please contact Ellen Lupinski of DTI at 703-299-1618, elupinski@dtihq.com.

Dennis Lonergan
Administrative Officer

Attachment