

Oklahoma Employment Security Commission



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Representing Employees

Mike Wester, Commissioner
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OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE # 16-2005

Date: October 12, 2005

To: WIA Grant Recipients
WIA Board Staff

From: Richard Gilbertson, Director
Workforce Integrated Programs Division

Subject: Change in Grant Management Staffing

Purpose: To advise grant recipients of change in OESC grant management staff assignment.

Background: The organizational structure of WIA program staffing has recently been revised. As a result of this re-organization, some of the duties have been transferred to the Finance Department.

Message: Suzette Williamson of the Finance Department is now responsible for the following:

- New grants and modifications
- Transfer of funds between Adult and Dislocated Worker programs
- Monthly expenditure reports
- Quarterly un-liquidated obligation reports
- Closeout packages

Action Required: Submit the following documents to Suzette Williamson by the following due Dates:

- New grants and modifications with signatures
- Request for Transfer of Funds
- Monthly Accrued Expenditure Reports are due by the 10th working day of the month. If you submit signed expenditure reports by fax, it is not necessary to mail in hard copies.
- Un-liquidated Obligation Reports are due quarterly by the 10th working day of the month.
- Closeout packages are due after all of the funds have been expended and no later than 60 days after the end of the grant period.

In order for the Agency to meet its deadlines for submitting Federal Financial Repots, it is imperative that monthly accrued expenditure reports, quarterly un-liquidated obligation reports and closeout packages be submitted by the due dates. Failure to comply with the due dates may result in a delay in receiving funds from the Agency. Submit documents to:

Oklahoma Employment Security Commission
Suzette Williamson-Finance Department
Will Rogers Building, Room 512
Oklahoma City, OK 73152

Contact Information: Suzette Williamson at E-mail: suzette.williamson@oesc.state.ok.us or
Voice: (405)557-7241, Fax: (405)962-7533.