

Oklahoma Employment Security Commission



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Julius Hilburn, Commissioner
Gayle Harris, Commissioner

Representing the Public
Rev. W. B. Parker, Chairman

Representing Employees
Mike Wester, Commissioner
Susan Stoll, Commissioner

Oklahoma Employment and Training Issuance #09-2006, Change 2

TO: WIA Fiscal Agents
WIA Board Chairs
WIA Board Staff
Chief Local Elected Official

FROM: Richard Gilbertson, Director
Workforce Integrated Programs

DATE: December 6, 2007

SUBJECT: WIA Role and Responsibilities

MESSAGE: Please be advised there was a typographical error on page six under the One-Stop Operator column. The correct cite for the role of the One-Stop Operator should read §662.400(c).

ACTION REQUIRED: Please replace page six with the attached correction.

INQUIRIES: If you have any question pertaining to this issuance, please contact Ann Pendergraft at ann.pendergraft@oesc.state.ok.us

ATTACHMENT: Revised Roles and Responsibilities Chart - Page 6

ROLES AND RESPONSIBILITIES (CONTINUED)

CLEO's Fiscal Agent	Youth Council	One-Stop Operator
<ol style="list-style-type: none"> 1. Disburse funds for workforce investment activities at the direction of the local board, pursuant to the requirements of Title I, if the direction does not violate a provision of the Act, and disburse such funds immediately on receiving such direction from the local board. §117(d)(3)(B)(i)(III) 2. Conduct regular oversight and monitoring to determine that expenditures have been made against the cost categories and within the cost limitations specified in the Act; whether there is compliance with other provisions of the Act, regulations, and State policies; and provide technical assistance to sub-recipients regarding fiscal issues. §667.410(a)(1-4) 3. Ensure accountability for expenditures of funds in accordance with OMB Circulars, Federal regulations and State policies. OETI 08-2006 4. Prepare and administer contracts. OETI 08-2006 5. Respond to monitoring findings. OETI 08-2006 6. Maintain proper accounting records and adequate documentation in accordance with uniform administrative requirements. OETI 08-2006 7. Prepare financial reports. OETI 08-2006 8. Provide technical assistance to subrecipients and/or contractors regarding fiscal issues. §667.300(c) 9. Procure contracts and/or obtaining written agreements. OETI 08-2006 10. Disburse funds for: salaries, contracts, wages, and vouchers. OETI 08-2006 11. Conduct financial monitoring of service providers for compliance with uniform administrative requirements and cost allowability principles provided in applicable OMB Circulars. OETI 08-2006 12. Ensure independent audits of all contracted entities receiving over five-hundred thousand dollars (\$500,000.00) in DOL grant funds. 13. Ensure funds are being expended according to LWIB-developed and the CLEO-approved budget. OETI 08-2006 14. The fiscal agent MAY conduct intake, objective assessment and the development of individual service strategies for Youth if so described in the local plan. §664.405(a)(4) 	<ol style="list-style-type: none"> 1. Coordinate youth activities in a local area. §661.340(a) 2. Develop portions of the Local Plan related to eligible youth, as determined by the Chairperson of the Local Board. §661.340(b) 3. Recommend eligible youth service providers in accordance with WIA section 123, subject to the approval of the Local Board. §§661.340(c) 4. Conduct oversight with respect to eligible providers of youth activities in the local area, subject to the approval of the Local Board. §661.340(d) 5. Carry out other duties, as authorized by the chairperson of the Local Board. §661.340(e) 	<ol style="list-style-type: none"> 1. The role of the One-Stop Operator is specified in the agreement between the Local Board and One-Stop Operator. §662.400(c)