

**DATE:** August 26, 2009  
**TO:** All WIA Subrecipients  
**FROM:** Dwight A. Johnson, Administrator, Employment and Training  
**SUBJECT:** Policy Changes for Enrollment in WIA's ARRA Stimulus vs. Formula Programs

*This bulletin supersedes previous policies regarding enrollment in the Adult and Dislocated Worker Stimulus-funded programs that were issued in a Memo issued by Dwight Johnson on April 2, 2009 and an e-mail sent by Rico Barrera on April 10, 2009.*

As required in federal guidelines, expenditure of Adult and Dislocated Worker Stimulus funds must occur simultaneously with expenditure of regular formula Adult and Dislocated Worker funds. A recent review of participants in the WIA MIS reflected higher enrollments and obligations for regular formula participants. To ensure simultaneous expenditure occurs, the following policies are effective immediately:

1. If your site's regular formula-funded participant obligations are far greater than Stimulus obligations, enroll **all** new Adult and Dislocated Worker participants in the Stimulus-funded programs (Titles 1 for Adult and 3 for Dislocated Worker in the MIS) until such time as obligations for Stimulus participants are comparable to obligations for regular formula-funded participants, or until all Stimulus funds are obligated.
2. Once comparable obligations are met, enroll every other new participant in Stimulus, and every other new participant in regular formula Funds *regardless of the length of training*, until all Stimulus funds are fully obligated.
3. DO NOT dual enroll participants in a Stimulus and a regular formula program.
4. To assist us in financial management of these programs, please ensure accurate and timely posting of obligations for the current and next program year for all WIA participants.
5. Staff should charge time to Stimulus when working with Stimulus-funded participants; charge regular formula funds when working with regular formula-funded participants; and, charge time 50/50 when the work function supports both funding streams. (no change from previous memo)

As the state approaches full expenditure of Stimulus funds or approaches the date when funds will no longer be available, participant records will be reviewed to determine if and how any transfer of participants from Stimulus programs to regular formula programs need to occur.

If you have any questions regarding these policies, please contact your regional liaison.