



DWD Issuance 33-2009

Issued: June 30, 2010

Effective: July 1, 2010

Subject: Next Generation Career Center Office Supplies Policy

1. Purpose: To provide policy on the purchase of office supplies for local Career Centers.

2. Background: As indicated in DWD Issuance 05-2009 and 18-2009, the Next Generation Career Center model moves beyond mere partnership and co-location and transforms to truly integrated service delivery with an integrated customer flow to respond to the needs of the customers.

3. Substance: As part of the new cost sharing agreement with the Local Workforce Investment Boards (LWIB), the ordering and purchase of office supplies for the local career centers will include the following changes:

- The local budgets managed by DWD Supervisors will no longer include funds for office supplies.
- The Functional Leader of each career center will work with the LWIB to establish a process for ordering and purchasing office supplies.
- The Functional Leader will manage the process for ordering and purchasing office supplies.
- The Functional Leader will assure that negotiations with vendors, which must include the state contract, for the purchase of office supplies have resulted in the ability to purchase the supplies at the best price. Further, the Functional Leader will encourage staff to be cognizant of budgetary concerns when ordering supplies. Embracing the streamlined documentation policy and its allowance for paperless eligibility documentation in the majority of cases should substantially reduce the need for supplies.
- The Functional Leader will need to receive approval from the Regional Coordinator by email to purchase “special” items exceeding \$500 that will be cost shared, outside the normal types of office supplies needed in the career center. (Please see the FAQ, Attachment 1 for examples of “special” items.)

4. Action: This issuance is effective July 1, 2010.

5. Contact: For more information about this issuance, please contact Julie Carter, (573) 526-1644, Julie.Carter@ded.mo.gov
6. Reference: DWD Issuance 05-2009: Strategic Framework for Missouri's Next Generation of Career Centers; DWD Issuance 18-2009 Functional Leadership for Missouri's Next Generation Career Centers.
7. Rescissions: None
8. Attachments: FAQ, Attachment 1



Julie Gibson
Director

DWD Issuance 33-2009: FAQ, Attachment 1

On June 30, 2010, DWD issued Issuance 33-2009 Next Generation Career Office Supplies Policy, establishing policy on the purchase of office supplies. The following FAQ provides clarification on this and other fiscal- and communications-related questions:

Q1. Do we need DWD Fiscal Management approval on every office supply purchase?

A1. No, following the guidance/process in Issuance 33-2009 is sufficient approval. This would also apply to other special purchases, as defined in the issuance.

Q2. Which agency is responsible for ordering supplies?

A2. This also is delineated in Issuance 33-2009, but the decision is made with the Functional Leader and Workforce Investment Board designee in consultation.

Q3. The NGCC business card policy devolved the procurement of business cards for all local DWD staff to the WIB level. Are cards for Veterans Representatives procured the same way as, say, a local Workforce Specialist?

A3. No, Veterans Representatives are funded with a special funding stream, so costs of these particular cards should be charged back to DWD with this special designation. However, the *layout/appearance* of the cards is subject to the same WIB discretion and compliance with Issuance 24-2009 (i.e., containing at a minimum the Career Center logo) as any other local business card.

Q4. Can WIBs also develop Career Center letterhead, similar to business cards and other print items?

A4. Yes, actually we encourage each Career Center to have its own letterhead that would contain the name and title of its Functional manager and the respective region's WIB Director. (And, obviously, the Career Center logo). DWD Policy and Communications staff can provide the same graphics assistance/consultation in developing these as with business cards. Similarly, other than these minimums, WIBs have the discretion on other content and layout. Regions should no longer use DWD letterhead for local correspondence on behalf of the WIB or Career Center, as of July 1, 2010.

Q5. Will WIBs be required to purchase name badges, business cards, folders and letterhead/envelopes for DWD staff as well as WIA staff in Career Centers?

A5. With NGCC, the lines delineating DWD and WIA staff should become much less relevant; these staff should be identified instead by their placement on the particular NGCC functional teams. Therefore, items purchased in conjunction with their Career Center team duties would be purchased in accordance with the NGCC cost-sharing agreement (as stated in the local MOU), except where specifically exempted, as in Q.3.

Q6. DWD Issuance 25-2009 includes updated signage branding as one of the minimum standards. What is the process for funding these updates?

A6. DWD has established a special budget for facilities upgrades as part of NGCC and signage is included in this category.

Q7. If expenses are cost-shared how do I note that on the invoices?

A7. Continue to send completed admin vouchers along with the invoices as you have been doing, this process has not changed.

Q8. What is considered a “special” supply/item?

A8. A special item is anything outside the normal supplies you need to provide services to customers. Examples of “special” items include (but is not limited to) rugs, mats, office equipment and office furnishings.