



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS POLICY STATEMENT NUMBER: PS 01-2013

Date: February 25, 2013

**Subject: NC Division of Workforce Solutions' Process for
Distribution of Policy and Administrative Information**

From:

Roger Shackelford

Roger Shackelford, Assistant Secretary

Purpose: To establish an official method of issuing and disseminating the Division of Workforce Solutions' procedural, administrative, management and program directions to Division staff, local Workforce Development Areas and other interested parties.

Background: The Division has state responsibility for federal Workforce Investment Act (WIA), Trade Adjustment Assistance (TAA) and Wagner-Peyser (W-P) funds and in that capacity offers direction and guidance in reference to those funds and interactions with the U. S. Department of Labor's Employment and Training Administration. Consistent with the merger of the WIA and W-P state entities, a unified structure of communication consolidates organization of information and replaces the former Local Area Issuances, Employment Service Operating Procedures and Interoffice Communications formats.

The Division's process includes:

- 1) Policy Statements to transmit policy and operational guidance. This includes information subject to monitoring and audits of the Division. Policy Statements will be indexed and available on the Division's website. Policy Statements will be issued through the Assistant Secretary by calendar year with consecutive numbers assigned and posted by Planning and Policy Development.
- 2) Notices to communicate announcements of publications, information and meetings. Notices are typically shorter in duration than Policy Statements while still providing system wide distribution. Notices will be indexed and available on the Division's website. Notices will be issued through the Assistant Secretary by calendar year with consecutive numbers assigned and posted by Planning and Policy Development.
- 3) Bulletins to provide information specific to targeted audiences via template e-mail to elevate awareness of the communication. Bulletins may be authored and sent by appropriate Division staff. Bulletins are not numbered or posted to the Division's website.

- 4) General E-mails that are regular memoranda to provide reminders, clarifications, short topical surveys or building announcements on routine and short-term information including messages specific to state employees and may be sent by any Division staff. E-mails are not numbered or posted to the Division's website.

Action: Local Workforce Development Areas and Division staff will be aware of receipt of Policy Statements, Notices and Bulletins and share as appropriate. Previously issued Local Area Issuances and Employment Service Operating Procedures that are current remain in effect. Internet access to all current Issuances will continue and new Policy Statements and Notices will be made available at www.nccommerce.com/workforce.

Effective Date: Immediate

Expiration: Indefinite

Contact: Planning and Policy Development

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